

Store props for use in productions

Overview

This standard is about ensuring that all props are stored safely and securely. You are required to liaise closely with colleagues in the Props department, identify suitable storage places and equipment and maintain accurate records.

Props can be either those that have been hired, or those that belong to the production company, or product placements, or all of these.

You are required to acquire and store equipment and furniture such as telephones, shelving or desks. You are also required to acquire and store consumables that may need replacing e.g. drinks or cigarettes as well as making sure other props such as crockery and glassware are hygienically cleaned.

This standard may be suitable for the role of props Storeman * or Assistant storeman*.

*This is a generic term and not gender specific.

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Performance criteria

You must be able to:

1. discuss all props requirements identified in the script breakdown
2. set up a secure Prop room, with sufficient office and storage space, and appropriate hygiene facilities
3. prepare an inventory of the props required
4. identify the props with specific storage requirements
5. plan the release of props in accordance with production requirements and schedules
6. ensure that all props are clean and hygienically prepared for use
7. liaise with transport personnel about requirements for the movement of props
8. arrange for the return, storage, recycling, or disposal of props when no longer required
9. maintain and store records and make them available as required
10. comply with health and safety legislation, regulations, and protocols

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Knowledge and understanding

You need to know and understand:

1. the script breakdown and the production schedule
2. the importance of all props to the production, irrespective of their monetary value
3. how to liaise promptly and effectively with other personnel
4. what equipment and furnishings are required in the Prop room
5. how to identify props with specific storage requirements, such as fragile items or consumables
6. which props cannot be stored for re-takes, such as consumables
7. the types of props which may need cleaning and preparing for use
8. the specific cost implications involved in the loss of, or damage to, product placement items
9. how to organise the movement of props to and from the storeroom, in accordance with production requirements and schedules
10. the health and safety legislation, regulations and protocols
11. which props and materials can be recycled, and the relevant recycling methods
12. the importance of maintaining accurate records

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