

PROPS

PROPERTY MASTER

The duties of the Property Master shall include preparation of a hand prop breakdown, with scene allocations as per the shooting script; to research the historical period of said administered hand props; to prepare, build and procure props to be seen on camera; the repair and return of props to original condition and source; arranging for all necessary permits to convey restricted weapons; co-ordinate with the Costume Department the required accessories; while on set, the Property Master will administer props to artists, strike and reset hot sets established by the Set Decorators, with the aid of Polaroid's, photographs or sketches; consult with the Script Supervisor on the continuity of hand props; responsible for the disbursement of the assigned budget; and delegate the work required for the efficient operation of the Department.

ASSISTANT PROPERTY MASTER

Duties are acts as the Prop Master's representative on the set; during pre-production helps with script and prop breakdown; in the Prop Master's absence this person can be left in charge of the props on shooting set; makes sure that the set and props are as the Props Master wishes them to be; oversees the supplying and loading of the truck; has the ability to oversee the set and props in a camera ready condition; has the ability to oversee the set and prop continuity; and can perform these duties in an unsupervised role. Additionally, this person must hold a valid Firearms Acquisition Certificate; carry the Motion Picture Firearms Safety Course card; be knowledgeable in the building and repair of props; be knowledgeable in the handling of firearms; the safe use of firearms and the blank firing of firearms; and carries the same responsibilities for the safety of artists and shooting crew when it comes to the firing of blanks as the Props Master.

PROPS BUYER

FIREARMS SAFETY COORDINATOR

Responsible for procuring and transport of firearms to set, which includes obtaining all applicable permits and licenses. They are the only person that handles real firearms from the storage area until it is handed to the actor. They also must be the only person that receives it back from the actor. The Safety Coordinator must thus be the last person that handles the gun BEFORE AND AFTER A SCENE. Responsible for inspections of firearms to ensure the chamber and magazine contain no cartridges or blanks until required, and the barrel has no obstructions, and instructing talent on proper handling procedures for each weapon.

WEAPONS HANDLER

PROPS BUILDER

PROPS CREW

Performs those duties as delegated by the Property Master.