

## **PROPS DEPARTMENT**

### **JOB DESCRIPTIONS**

#### **PROPERTY MASTER**

Duties shall include preparation of a hand prop breakdown, with scene allocations as per the shooting script; research historical period of said administered hand props; coordinate the preparation, building and procurement and safe use of props to be seen on camera and used or worn by actors; the repair and return of props to original condition and source; arranging for all necessary permits to convey restricted weapons including a Possession and Acquisition License for Restricted and Non-Restricted Firearms (PAL Level 2); produce a departmental operating budget for labour and expenses and disperses allocated funds as required; maintains accurate financial records; coordinate with other departments in determining “crossover” responsibilities; coordinates the hiring of personnel, their schedules, defines their responsibilities and approves departmental time sheets; coordinates safe work conditions needed to safely carry out work duties for all crew in department; attends production meetings; determines visual look/concept of props in conjunction with the Producer, Director, Production Designer, Art Director, Costume Designer, Set Decorator, Director of Photography, Stunt Coordinator, Picture Vehicle Coordinator and/or Actor.

#### **ASSISTANT PROPERTY MASTER**

Assists and is responsible to the Property Master. In the absence of the Property Master, assume all responsibilities of that position. Does script and prop breakdowns, assists in drawing up the department budget; does prop research; organizes work and storage areas and manages inventory of props, shop supplies and equipment; supervises set up and wrap; coordinates prop fittings with Costumes and AD departments; arranges for the rental, maintenance, and replacement of equipment and props; acts as principal buyer in close association with the Property Master; may select and organize props for secondary players and extras with the approval of the Property Master; acts as liaison to the set and arranges the transportation of props and supplies to and from the set. Must have Possession and Acquisition License for Restricted and Non-Restricted Firearms (PAL Level 2)

#### **PROPS DEPARTMENT COORDINATOR**

The Props Department Coordinator assists the Property Master in the efficient operation of the department; tracks budget/petty cash, maintains and updates production schedule and tracks prop calendar; coordinates interdepartmental affairs, aids in clearances and product placement; completes departments weekly time sheets and tracks department labour; completes purchase orders, rental agreements, invoices and maintains up to date budget tracking for departmental spending; tracks rental dates and the return of rental equipment. Works closely with Accounting Department to keep departments financials on track.

## **PROPS BUYER**

Duties are under the supervision of the Property Master, the Buyer is responsible for the purchase and return of materials, equipment, tools and props; establishes and maintains good relationships with vendors; maintains accounting records for all petty cash and/or purchase orders. Valid driver's license required for this position. This is a veteran position which will rely on experienced knowledge of the Prop Department, its needs, and how it works within the onset environment. The buyer should possess advanced researching skills, be knowledgeable of various time periods, physical materials, and vendors.

## **KEY ONSET PROPS**

Acts as the Property Master's representative on set; during pre-production helps with script and prop breakdown; attends locations tech scouts to determine Prop Departments most efficient game plan and flag location specific complications; in the Property Master's absence this person can be left in charge of the props on the shooting set; makes sure that the set and props are as the Property Master wishes them to be; works closely with the Director, Actors, Stunt Coordinators and AD Departments, to facilitate the accurate and timely use of the props needed for blocking/ rehearsing/ and filming; works closely with the On-Set Dresser, Costume Set Supervisor, SPFX Crew and Picture Vehicle Crew to help facilitate any and all departmental crossover responsibilities; oversees the onset supplies and loading/ unloading of the truck; manages and maintains props in a camera ready condition; be knowledgeable in the building and repair of props; oversees and maintains the set and prop continuity; can perform these duties in an unsupervised role. Additionally, this person must hold a valid Possession and Acquisition License for Restricted and Non-Restricted Firearms (PAL Level 2) be knowledgeable in the handling of firearms; the safe use of firearms and blank fire ammunition; Where the Production has deemed the position unnecessary the Property Master and or Assistant Property Master will assume and allocate these responsibilities.

## **PROPS TRUCK CREW**

Duties include; organizing, suppling and maintaing the "truck" in an orderly fashion; maintains props in a camera-ready condition, including cleaning, and or maintaining established look as required; does daily script breakdown for props and is responsible for orderly storage of all props on the truck; has a working knowledge of script breakdown and continuity systems; assists Key Onset Props when required; can supervise the set when required, not to replace the Key Onset Props. Responsible for the daily and weekly time sheets for the "ONSET CREW". Where the Production has deemed the position unnecessary the Property Master and or Assistant Property Master will assume and allocate these responsibilities. Must have Possession and Acquisition License for Restricted and Non-Restricted Firearms (PAL Level 2)

## **PROPS CREW**

Assist under the direction of all of the above job descriptions with any and all aspects of prep and shoot, May work "ON" or "OFF" set as deemed necessary by the Property Master, Assistant Property Master or Props Department Coordinator. Can handle firearms and must have Possession and Acquisition License for Restricted and Non-Restricted Firearms (PAL Level 2)

## **PROPS BUILDER**

Duties are under supervision of the Property Master, the Builder is responsible for the building of custom props needed for production; does necessary research; attends creative design meetings; may work with wood, leather, and metal, plastic, clay, rubber, foam, fabric, paper and small electronics; good knowledge of painting, breakdown and refurbishment of all materials listed above; basic knowledge in multiple medias; working with the Property Master, maintains a "build schedule" coordinates the shop tasks accordingly; coordinates the gathering of necessary supplies with Props Buyer or with Props Coordinator as needed; assists in the design and functionality of custom props; if deemed necessary, can provide demonstration for complex or complicated interactive props to Actor/ Stunt Coordinator / Director and/or Property Master.

## **PROPS BUILDER ASSISTANT**

Duties are under supervision of the Props Builder; the Props Builder Assistant aids the Builder in all tasks deemed necessary by the builder.

## **FIREARMS SAFETY COORDINATOR**

Firearms Safety Coordinator works with the Property Master to coordinate and ensure the safe and legal handling of real and replica firearms, and blank ammunition on a film production; possesses extensive knowledge of firearms and their safe handling; deep knowledge of firearm styles, historical periods, authentic military and law enforcement firearm practices and ammunition types; produces a detailed breakdown of the firearms in the script; works with Director/ Producers/ Production Designer/ Stunt Coordinator/ Fight Choreographer and Property Master to research and supply the appropriate firearms for production; oversees and supervises the safe handling of firearms on set including the P.R.O.V.E safe procedure; coordinates with the 1<sup>st</sup> AD on set to ensure the appropriate safety measures for all set crew are being followed from set up to set up, especially if using black ammunition; ensure the appropriate safety bulletins are included with production paperwork distribution; work with the Locations Department and Production to ensure all applicable civic, provincial and federal permits are applied and approved for any activity being carried out; give firearms safety briefing at the safety meeting either at call, before starting a scene using a firearm or both. Must possess a Possession and Acquisition License for Restricted and Non-Restricted Firearms (PAL Level 2)

## **WEAPONS HANDLER**

Weapons Handlers work under the direction of a Firearms Safety Coordinator, Armourer, and or Property Master; assists in the handling of weapons on set including the P.R.O.V.E safe procedure. Must possess a Possession and Acquisition License for Restricted and Non-Restricted Firearms (PAL Level 2)