

University of Montana

ScholarWorks at University of Montana

University of Montana Course Syllabi, 2021-2025

Fall 9-1-2022

THTR 357.01: Properties Management

Jason McDaniel

University of Montana - Missoula, jason.mcdaniel@umontana.edu

Brian Gregoire

University of Montana, Missoula, brian.gregoire@umontana.edu

Follow this and additional works at: <https://scholarworks.umt.edu/syllabi2021-2025>

Let us know how access to this document benefits you.

Recommended Citation

McDaniel, Jason and Gregoire, Brian, "THTR 357.01: Properties Management" (2022). *University of Montana Course Syllabi, 2021-2025*. 497.

<https://scholarworks.umt.edu/syllabi2021-2025/497>

This Syllabus is brought to you for free and open access by ScholarWorks at University of Montana. It has been accepted for inclusion in University of Montana Course Syllabi, 2021-2025 by an authorized administrator of ScholarWorks at University of Montana. For more information, please contact scholarworks@mso.umt.edu.

Properties Management (73550): THTR 357, Section 01

1 Credit, Fall Semester 2022 By arrangement

PARTV 145

School of Theatre and Dance

Instructor: Jason McDaniel

Email: jason.mcdaniel@umontana.edu

Phone: 406-243-2874

Office: PARTV 204 (thru the MT Theatre north lobby stairs)

Office Hours: email to setup an appointment.

Additional Instruction: Brian Gregoire

Email: brian.gregoire@umontana.edu

Phone: 406-207-8070

Office: PARTV 140

Office Hours: *By appointment only.*

Course Description:

This course provides students with the necessary skills and training to serve as a properties manager for a theatrical production. They will receive training and guidance for the acquisition and/or construction of each prop needed, and will work with the faculty and other students to discover the most effective and efficient ways to provide properties.

Course Objectives:

- Students will learn how to develop and maintain a properties lists and timeline.
- Students will learn how to work with all the members of the production team including the designers, directors and cast, and the appropriate means of communicating, collaborating and providing properties that are effective, useful, historically correct and appropriate to the show's concept and direction.
- Students will learn the acquisition process for properties. This includes, purchasing, constructing, finding, borrowing, and pulling from stock. In addition, students will learn the best method and the correct process for adapting and building properties.
- Students will learn to inventory and catalogue the props for their show.

Attendance and Promptness

One of the tenets of the performing arts is that everyone must be on time. "If you are early, you are on time. If you are on time, you are late. Late is completely unacceptable." Because this is a collaborative art, everyone involved must be reliable and prepared to do their part to ensure a successful performance.

Class Materials:

- Computer with access to the internet
- 3-ring Binder
- Tape measure, safety glasses, other tools as production needs

Grading:

Students are graded on a number of aspects including:

- Effectiveness and quality of properties supplied
- Communication skills with production team
- Adhering to schedules and timelines
- Adherence to established budgets and school policies
- Completion of properties assignment including strike
- Increased skills in properties construction
- Safe and appropriate use of tools, equipment
- Ability to work independently

General responsibilities of the properties manager:

- Attend design meetings.
- Attend all production meetings.
- Create properties list based on needs of script, director and scenic designer.
- Create a timeline; assign each prop to you or another team member and self-identify deadlines for completion.
- Supply all rehearsal props.
- Gather all props by: either pulling from stock, purchasing, borrowing, or constructing.
- Organize properties for each scheduled prop showings.
- Prepare for and organize properties backstage and onstage.
- Organize and maintain properties storage carts.
- Train properties run crew in the preparation of any food or other consumables.
- Restock consumables, breakables and any other props that need replacement during the show's run.
- After each workday, make sure all tools and equipment are properly stored.
- Maintain clean and organized prop storage areas throughout the build and run.
- Return all borrowed props *immediately* after the show closes.
- With props crew, strike all props *immediately* after show closes.

Schedule:

- Friday afternoon time is available, from 1:00-5:00pm, for working on acquiring/building props for the show.
- Attendance is required to a weekly 30-minute meeting time, with either properties mentor Jason or Brian, to discuss challenges and progress. These meetings will end after the production's props are returned.
- Attendance is required to a weekly/bi-weekly props showing with the shows Director, a member of Stage Management, the Scenic Designer (when needed), and the properties mentor.
- Follow the School of Theatre and Dance Production Schedule
 - Acquire script from department and read.
 - Make a list of all props mentioned in script, noting how, why and where used.
 - Meet with the director and stage manager to refine props list.
 - Meet with the scenic designer to refine list and to discuss set dressing, furniture and design concept.
 - Update and maintain the props list and timeline throughout the process.
 - Provide rehearsal props and furniture as needed.
 - Acquire props by purchase, construction, borrowing or pulling from stock (Note: pulled properties CANNOT be altered in any way without prior approval from the Faculty and/or Production Manager).
 - Read and respond, in a timely manner, to all meeting/rehearsal/performance reports (pertaining to the props for your production).
 - Organize props for prop showings as scheduled.
 - Transport props and furniture to the rehearsal hall and theatre, or make arrangements.
 - Organize props on prop carts and tables.
 - Attend technical rehearsals and train run crew.
 - Maintain props (if necessary) during run.
 - Strike all props, returning borrowed properties immediately.

University and School Policies

Wellness Statement

The School of Theatre and Dance recognizes that Art can provoke; therefore, during the course of a class or rehearsal, participants are empowered to remove themselves from activities should they feel a threat to their well-being. Please communicate with your instructor and/or stage manager as soon as you can, prior to or after leaving. Personal issues such as health, wellness and other issues can interfere with a student's ability to succeed and thrive in the university setting. Please stay in communication with your faculty advisor and know that we are here to help. You can call in anytime to our office hours (posted on office doors) or email us to set up an appointment.

- For helpful resources, please contact the Curry Health Center Counseling department at 406-243-4711 or schedule an online appointment through the health portal: www.umt.edu/hportal.
- For a crisis or for after-hours care, you can contact the emergency rooms at St. Patrick Hospital or Community Medical Center; the National Suicide Lifeline: 1-800-273-8255; or the Crisis Text line: text MT to 741-741. For University of Montana financial aid: phone: (406) 243-5373 or email faid@mso.umt.edu

University/School/Class Policies

Academic Misconduct and the Student Conduct Code

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at www.umt.edu/student-affairs/community-standards/default.php.

All Theatre & Dance students must have an in-depth knowledge of the practices and procedures outlined in the School of Theatre & Dance Student Handbook. The Handbook is available online at <https://www.umt.edu/theatre-dance/handbook.php>.

There is inherent risk involved in many Theatre & Dance classes as they are very physical in nature. Please proceed through class, shop time, or rehearsal with caution. Always be mindful of your personal safety and the safety of others. Students participating in class/shop/rehearsal/performance do so at their own risk.

Due to safety considerations, at no point during a student's time spent in class or serving on a production (in any capacity) should non-enrolled persons be guests of that student without my consent. Presence of such unauthorized persons in a class, shop, or any backstage/off-stage area will negatively affect a student's grade.

The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and the Office for Disability Equality (ODE). If you think you may have a disability affecting your academic performance, and you have not already registered with ODE, please visit them in Aber Hall. I will work with you and ODE to provide an appropriate modification.

From UM President Seth Bodnar:

The wide availability of safe, effective vaccines to combat COVID-19 means that we are able to continue full in-person learning again this semester. The Office of the President urges every member of the UM Family to get vaccinated (and receive a booster shot) if you haven't done so already. Vaccination provides the best means of protecting yourself – and others in our UM Family – from the risk of COVID-19.

Please visit <https://www.umt.edu/curry-health-center/corona-virus.php> for the latest health/safety information, as well as campus communications and plans about the global health pandemic.