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THTR 391.02: ST - Properties Management

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Properties Management  
School of Theatre & Dance

Course #: THTR 391 Section 2  
Term: Spring 2017  
Credits: 2  
Time: F 1:30-2:20 (and other times as arranged—such as weekly production meetings and properties showings for the production team.)  
Room: PARTV 140 (Scene Shop)  
Instructor: Mike Monsos  
PARTV Building Room 194  
243-4481  
240-9194 (cell)  
michael.monsos@umontana.edu  
Office Hours: M-10-11, T 9-11, R 9-11

Text: None

Materials Needed: Tape measure, safety glasses, other tools as production needs require.

Course Description:

The design of this course provides students with the necessary skills and training to serve as a properties manager for a theatrical production. Students will develop prop lists for one or more shows in the semester and then provide props for the production. In the class, students will outline their process, receive training and guidance for the acquisition and/or construction of each prop, and will work with the faculty and other students to discover the most effective and efficient ways to provide properties.

Course Outcomes:

Students will learn how to develop properties lists. They 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.
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

Attendance policy:

Attendance is extremely important; students will attend all classes. Only one unexcused absence is allowed, each absence after that will result in the lowering of the grade by a half letter. An unexcused absence is defined by failing to notify the instructor PRIOR to missing a class. Properties are due on or before date according to the production schedule. Late properties are not tolerated in the professional world, and are not tolerated in this educational environment for the same reasons. Productions have a firm timeline and all must adhere.

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
- 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
- Restock consumables, breakables and any other props that need replacement during the show’s run
- After each work day, 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

The class schedule will consider the process as established by the School of Theatre & Dance which is:

- 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 to refine props list
- Meet with the scenic designer to refine list and to discuss set dressing, furniture and design concept
- Provide rehearsal props and furniture as needed
- Acquire props by purchase, construction, borrowing or pulling from stock (Note: pulled properties CAN NOT be altered in any way without prior approval from the Faculty and/or Production Manager)
- Organize props for prop showings as scheduled
- 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
- Clean and organize prop storage

Each class will consist of the students and faculty working together to make the plans for properties acquisition for the week and for meeting the deadlines of the production. In addition, class time will be used for students and faculty to develop construction skills and methods for the creation of properties. Skill training may include: carpentry, painting, welding, electrical, 3-D printing, foam, molding, casting, etc.

Students will have guidance and instruction, but independent work outside of the classroom is crucial for success in this course.
University and School 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 http://life.umt.edu/vpsa/student_conduct.php.

From the School of Theatre & Dance

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 http://www.umt.edu/theatredance/about/handbook.

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.

From the EO/AA Office:

Students with disabilities may request reasonable modifications by contacting me. The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and Disability Services for Students (DSS). “Reasonable” means the University permits no fundamental alterations of academic standards or retroactive modifications. For more information, please consult http://life.umt.edu/dss/.