



# LICHFIELD PLAYERS COMMITTEE MEMBER ROLE



ROLE: PROPERTIES CO-ORDINATOR (can be linked with Wardrobe Co-ordinator)

The Properties Co-ordinator remains directly responsible to the Chairman and Committee of Lichfield Players. The Properties Co-ordinator is the only person to agree purchase of props and sign of any purchase of props.

## JOB DESCRIPTION:

1. To attend rehearsals with relevant props for current production
2. Appoint Assistant Props Person (APP) to help with properties at rehearsals/production, especially if there are many props and both sides of the stage are being used SR/SL
3. Responsible for the cataloguing and storage of the properties
4. The Co-ordinator will work closely with the Director/ Producer to determine the suitable props necessary for each Production including set dressing
5. Is responsible for the purchase / loan of properties necessary for each Production
6. Source new props and any purchases must be agreed with the Director in line with budget
7. Be responsible for the prompt return of any borrowed items
8. May delegate and put together a team if necessary for each Production.
9. Be responsible for updating Props catalogue as and when new purchases are made and when items are discarded
10. Ensure props are returned to the right location in the stores
11. Co-ordinate any renting out of props and completion of rental forms
12. Sign props in and out
13. Report any breakages or damage to the Committee and ensure that relevant props are in working order if needed
14. To work within the GDPR Rules

**All elected committee members must maintain the interests of the society at heart and will be responsible for upholding and maintaining our reputation, internally to members and externally to the public**