

ASST. PROPS LEAD



NAME:

PRODUCTION:

1) Applicable Dates

The parties hereby acknowledge that the timeline for the production is as follows:

Meet & Greet	DATE
Scenic Preliminary Designs	DATE
Budget Meeting	DATE
Scenic Final Designs	DATE
First Rehearsal	DATE
Load-In	DATE
Tech	DATE
Opening	DATE
Closing	DATE
Strike	DATE

2) Services/Duties

- a) In collaboration and under direction of the Props Lead:
 - i) Create and maintain an up-to-date props list for the production in consultation with the director, scenic designer and stage manager(s). Provide all parties with copies of the list. Be sure to include a revision date on each update.
 - ii) Make sure your name has been added to the Stage Manager's rehearsal report e-mail distribution list. If you do not know who the Stage Manager is, go to the 6th floor production office in Tufte for further information. Respond to all rehearsal questions and concerns in a timely fashion and forward all associated correspondence to the properties supervisor.
 - iii) Coordinate with the stage management team regarding rehearsal props and their priorities. It is your responsibility to obtain and deliver them to rehearsals, but occasionally they will happen to pull items from somewhere which are suitable for performances. Constant communication will avoid duplicating items and needlessly increasing production costs.
 - iv) Create drawings for properties items to be built in the shop, as necessary.
 - v) Adhere to all rules as outlined in the "Emerson College Policies Relating to Use of Performance and Rehearsal Facilities" handbook.
 - vi) Comply with state and federal safety regulations (including EPA hazardous material regulations) while working on this production.
 - vii) Attend all production meetings for the project, as class schedules allow.
 - viii) Obtain cash advances for purchases and rentals, as needed, from the Properties Supervisor. A maximum of \$100 per production may be requisitioned at a time, and receipts must be submitted before additional advances can be dispersed. Obtain cash advances for purchases and rentals, as needed, from the Properties Supervisor. A maximum of \$100 per production may be requisitioned at a time, and receipts must be submitted before additional advances can be dispersed.
 - ix) Utilize the college's tax exempt form (provided by the Properties Supervisor) for all taxable purchases. Receipts submitted showing tax paid will be reimbursed the total amount less the tax paid.
 - x) In consultation with the Properties Supervisor, create a schedule of deadlines for all props.
 - xi) Meet with the Properties Supervisor once a week to track progress and attainment of goals, as well as review the current financial standing of the budget.

- xii) Train the stage managers, run crew, and/or actors in the use and care of built, borrowed and valuable props, or those which have something unusual associated with them.
- xiii) Coordinate with the stage managers to come up with a plan by which consumable items will be replenished during the run of the show.
- xiv) At the minimum, attend rehearsals at least once a week -- in addition to all scheduled run-throughs during the rehearsal period. The value of attending rehearsals cannot be emphasized strongly enough.
- xv) Pass information regarding individuals and/or organizations which have assisted in the obtaining of props to the General Manager for a "thank-you" inclusion in the program as soon as possible.
- xvi) Attend the designer run, tech (including dry tech), and dress rehearsals and take notes in consultation with the scenic designer. Pass all relevant notes along to the Properties Supervisor for assistance and/or guidance.
- xvii) Attend strike and work in conjunction with the crew to return pulled and purchased props to storage.
- xviii) Return any borrowed and/or rented props in at least as good a condition as you received them to their home location(s) in a timely fashion.

This contract serves as a guideline of your role in this production. It has been created to lay out certain expectations of your position and not created as a training manual for your role. There are many components to your position that are beyond the scope of this contract and those elements are found in your classwork & training. Please speak to your advisor regarding any and all of those responsibilities.

Learning Expectations:

- Overall interpersonal and communication skills.
- Ability to work as a member of a collaborative design team(Directors/Designers/Playwrights)
- Ability to work and communicate with production staff creating/maintaining your design.
- Ability to effectively work with your assistants to build your show.
- Good time management skills.
- Ability to remain calm in high-stress situations and be a leader to many.

Collaboration Standards and Expectations

At Emerson Stage, the production process is rooted not only in artistic excellence but also in ethical, professional, and educational collaboration. This contract affirms that the Designer's work will align with the Standards for Theatre Collaborations in Educational Institutions, a framework based on the Chicago Theatre Standards and adapted for our educational community.

The Designer agrees to:

- Foster a respectful, inclusive environment that supports all members of the production team, including fellow designers, directors, stage managers, and performers.
- Maintain transparency and open communication, including proactively seeking and offering constructive feedback throughout the production process.
- Uphold educational principles, supporting both their own learning and the growth of their collaborators through collaboration, professionalism, and mentorship.
- Respect roles and responsibilities, recognizing that collaboration involves both artistic ownership and shared accountability.
- Participate in feedback and reflection, contributing to a culture of continuous learning by engaging in structured post-production evaluations.

Key expectations include:

- Communicating changes, challenges, and concerns promptly and professionally.
- Supporting consent-based collaboration by involving relevant team members in all significant creative decisions.
- Advocating for solutions when conflict arises, utilizing established institutional support systems when necessary
- Prioritizing safety, equity, and academic balance during all stages of the production process.

These standards are intended to foster a working environment that prepares Designers for the professional world while protecting the educational mission of Emerson College. By signing this agreement, the Designer affirms their commitment to upholding these standards as a core part of their design practice during this production.

4) Budgets

The EmStage staff is responsible for maintaining budgets. The Props Lead agrees to work in collaboration with the Production Manager and Properties Supervisor to ensure the best use of resources.

5) Intellectual Property

The right and title to the Designs created hereunder and all pertinent paperwork, whether generated by the Designer or another, shall at all times remain the sole and exclusive property of the Designer. Designer warrants and represents that, to the best of their knowledge, their design is wholly original and has not been copied from any other designer's work.

6) General Release

General Release for use of name, likeness, image, voice, performance, and/or biographical information.

Note: THIS IS A RELEASE OF LEGAL RIGHTS — READ AND UNDERSTAND BEFORE SIGNING

In consideration for the opportunity to have my work or other promotion material distributed by or through Emerson College ("Emerson"), I hereby authorize Emerson or those it designates, to record and publish my name, likeness, image, voice, performance, and/or biographical information on film, videotape, audiotape, electronic media or otherwise ("Recordings") for use, in whole or in part, in perpetuity worldwide by Emerson and those designated for educational, scholarly, promotional, job placement, or other purposes, in any format or media now known or later created.

I consent to the use of my name, likeness, image, voice, and biographical material in connection with the Recordings.

I grant and assign to Emerson all right, title, and interest in and to the Recordings, including without limitation, copyright.

I confirm that:

- a) I have the right to enter this agreement
- b) My performance and the rights granted in this agreement will not conflict with or violate any commitment I have with any other person or entity
- c) Emerson has no financial obligation to me for the Recordings or this agreement
- d) I am solely responsible for the content and accuracy of any and all Recordings and material supplied under this agreement. Accordingly, I confirm that none of the Recordings and material supplied under this agreement infringes on any copyright, trademark, right of privacy, or any other right of any other person

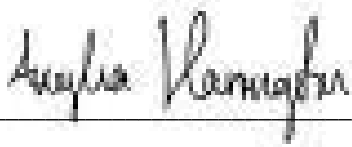
or entity, and that nothing contained in the material supplied under this agreement is in any way false, libelous, obscene or otherwise contrary to law.

- e) I am aware that the Recordings and other related material supplied under this agreement may be protected from involuntary disclosure under the Family Educational Rights and Privacy Act (FERPA) I hereby authorize Emerson to disclose the Recordings and any material contained in them. And further release Emerson and any person acting on its behalf from any and all liability in any way related to or arising out of such disclosure.
- f) I understand that Emerson may publish or otherwise make Recordings and information contained in the available to the public through, among other means, the Internet. I further understand that Emerson cannot police, regulate, or otherwise control use of released into the public domain.
- g) I understand that in the event Emerson publishes Recordings supplied under the terms of this Release in and format and/or posts such Recordings on any site, web page, or other electronic media, Emerson may, in its sole discretion cease or recall and such publication and/or remove or take down any such electronic media at any time without prior notice.
- h) I understand that neither this Release, nor any of the statements contained in this Release, in any way obligate Emerson to publish to post Recordings supplied under this Release.
- i) I understand that the terms of this Release shall apply to any updates or revisions which I may make to any Recordings or related information supplied under the terms of this Release and that Emerson is not required to obtain a new release concerning any such update or revisions prior to publishing or posting such updated or revised Recordings.
- j) I understand that nothing in this Release shall relieve me of my obligations under any Emerson rules, policy, or handbook provision.

I hereby release, discharge, and agree to hold harmless Emerson, its trustees, officers, employees, agents, representatives, affiliates, and any and all persons or entities acting on their behalf or pursuant to their permission, authority, direction or control from any liability (including, without limitation, any liability for negligence and liability arising out of the conduct of third parties) for any injury that may occur to me while performing or appearing in the Recordings or in any way arising from any and all liability to me or to my successors, heirs, or assigns for any claims, including without limitations, claims for libel, defamation, exercise of rights granted under this agreement.

This agreement represents my entire understanding with Emerson concerning the material supplied hereunder. I have read this Release prior to signing it, and I understand and agree to its contents. This agreement may not be amended unless Emerson and I agree in writing. This agreement, which has been signed as a contract under seal, will be governed by and constructed under the laws of Massachusetts (excluding its conflicts of laws principles).

Asst. Props Lead
Date



Production Manager
Date