

## **PROPS**

### **PROPERTY MASTER**

The duties of the Property Master shall include preparation of a hand prop breakdown, with scene allocations as per the shooting script; to research the historical period of said administered hand props; to prepare, build and procure props to be seen on camera; the repair and return of props to original condition and source; arranging for all necessary permits to convey restricted weapons; co-ordinate with the Costume Department the required accessories; while on set, the Property Master will administer props to artists, strike and reset hot sets established by the Set Decorators, with the aid of Polaroid's, photographs or sketches; consult with the Script Supervisor on the continuity of hand props; responsible for the disbursement of the assigned budget; and delegate the work required for the efficient operation of the Department.

### **ASSISTANT PROPERTY MASTER**

Duties are acts as the Prop Master's representative on the set; during pre-production helps with script and prop breakdown; in the Prop Master's absence this person can be left in charge of the props on shooting set; makes sure that the set and props are as the Props Master wishes them to be; oversees the supplying and loading of the truck; has the ability to oversee the set and props in a camera ready condition; has the ability to oversee the set and prop continuity; and can perform these duties in an unsupervised role. Additionally, this person must hold a valid Firearms Acquisition Certificate; carry the Motion Picture Firearms Safety Course card; be knowledgeable in the building and repair of props; be knowledgeable in the handling of firearms; the safe use of firearms and the blank firing of firearms; and carries the same responsibilities for the safety of artists and shooting crew when it comes to the firing of blanks as the Props Master.

### **PROPS BUYER**

### **PROPS BUILDER**

### **PROPS CREW**

Performs those duties as delegated by the Property Master.

### **FIREARMS SAFETY COORDINATOR**

The Firearms Safety Coordinator is in overall charge of firearms handling on and off the film set. They will directly or indirectly supervise others in the handling of firearms and will be training and briefing actors and other Firearms Department members in the safe and authentic handling of firearms. They must possess a high regard for safety and the ability to make others feel comfortable. The Firearms Safety Coordinator must be totally familiar with all firearms regulations and must be prepared to comply with all legal requirements. They must be prepared to treat safety as a priority over anything else, even at the expense of their position.

### **FIREARMS HANDLER**

Firearms Handlers work under the direction of a Firearms Safety Coordinator. They must possess a valid Firearms License and must be able to safely handle firearms on film sets without direct supervision. They must possess a high regard for safety and the ability to make others feel comfortable. Firearms Handlers must be familiar with firearms regulations and must be prepared to comply with legal and safety requirements, even when pressured to deviate from them for production reasons.

### **PROPS CREW (FIREARMS)**

Props Crew within the Firearms Department assist in the handling of firearms under the direct supervision of licensed Firearms Handlers or a Firearms Safety Coordinator. They may assist in the supervision, safety checking, and maintenance of firearms or the loading of magazines on large productions that require multiple assistants on set. In addition, they should be prepared to conduct safety briefings for actors and to assist the Props Department in the handling of replica firearms when needed.