



**Policy Type:** Governance

**Created:** 02/01/2011

**Policy Title:** Properties Coordinator Duties

**Revised:** 05/18/2021

---

This Coordinator Position reports to the Executive Producer.

### **Properties**

- Maintain the props room, in a safe and clean manner.
- Keep an inventory of items.

### **Productions**

If requested by the production:

- Coordinate with the props person on where to borrow, buy or rent items for rehearsals and performances.
- Attend load-in and strike.