

DEPARTMENT OF THEATRE & DRAMA

University of Wisconsin - Madison

Job Description

Props Teaching Assistant

8/27/07

Duties:

- Serve as instructor of T&D 161, Lab 6 (Properties Construction), T-R, 2-6 PM.
- Maintain attendance and daily grade report records. Turn in final grades at semester's end to the Dept. office using forms provided by the University. Copies of all records are to be submitted to the Scene Studio Supervisor at semester's end.
- Supervise the design, planning, construction, and finishing of all properties as required in all University Theatre Productions.
- Direct the Property Master and the Prop Crew Head of each production in their respective duties, advising each in such areas as budgeting, purchasing, availability of existing stock, procurement of borrowed items and UT procedures to be followed. Direct the transition when Prop Master turns over show to Prop Head.
- Assist Prop Masters in the construction of items of a difficult nature.
- Assist the Resident TD in assigning property masters for UT shows.
- Supervise and coordinate the following related task
 - Maintain the prop stock located in Room 1150 Vilas and the Stock Pavilion so items can be easily secured.
 - Supervise loans and returns of props for non-University Theatre groups, in accordance with department policy.
 - Maintain a record of all individuals and organizations who have in recent years loaned items to University Theatre productions.
 - Make certain that all items borrowed have been properly recorded and a list of those items and their estimated value (owner's estimate) sent to the Risk Management office. (Obtain a written statement from each lending party at the time the item is returned, stating that the item has been returned, in good condition, and to the party's satisfaction. This statement should be sent to the UT Business Office immediately upon receipt.)
- Attend all TA calls, meetings and training sessions as outlined in the TA call list issued each semester.

Skills Required:

- A basic knowledge of design and scenic painting techniques
- A basic knowledge of stagecraft, carpentry, and sewing techniques
- A basic knowledge of the Scene Studio operation and related course work

Amount of Time Required:

Approximate total hours of employment per semester is 240. In general, the following breakdown applies:

- TA Calls (Strikes, Load-ins, Pre-Load-ins, etc.) 100 hours
- Lab hours and preparation (T-R, 2-6 PM)..... 125 hours
- Meetings 5 hours
- Training 10 hours

Note that your TA Call Sheet has been prepared to comply with the 240 hour limit.

Supervision:

- **Immediate Supervisor:** Scene Studio Supervisor
- **Other Supervisors:** Faculty Technical Director; UT Production Manager

I have read and understand this job description (sign above)

Date