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Entertainment Technology

New York City College of Technology

**Proposal Internship**

The Internship I am proposing is Prop Master for Agatha Christie’s “Unexpected Guess”. The company producing the show is TBTB (Theater Breaking Through Barriers) and it will be performed at the Clurman Theater. The Clurman Theater is located inside of Theater Row. The Actors and Technicians are union and will follow union rules. The show is a murder mystery by Agatha Christie and centers around a dead person and the question is, who did it? My responsibility is to create, acquire or alter actor props, prop table, load in, load out and Tech week. I am not responsible for set dressing though I did volunteer to help when needed. That help being outlined as feedback/ bouncing board, if I see anything while accomplishing my task and retrieving items (scenic designer is based in Florida). My timeline being two months

1. Reading Play and Creating Prop List
2. Creating Spread Sheets of Prop Break Down
3. Estimates on Budget and Time
4. Rehearsal Props and Final Props
5. Load in/ Load Out
6. Organizing Receipts and final Budgets
7. Communication through email, drawings, in person, text, phone call
8. Setting Prop table