

Theatre Midwest

Job Description, Duties

SCENIC DESIGNER

- Fulfill all requirements outlined in the document: General Expectations for Project Leadership.
- Create an “Action (Items to do) List” through a process of textual examination and conversation with Director(s), other Designers, and Stage Managers. Update this document regularly as details change at production meetings, and through Rehearsal Reports.
- Collaborate with Director(s), Technical Director(s) and Stage Manager(s) concerning physical needs and challenges. Include Actors in process as necessary.
- Conduct preliminary visual research
- Produce preliminary sketches
- Document your design for the purposes of communicating your intentions to colleagues by producing the following items
 - o Ground plans (Floor Plans) of each scene
 - o Section views of each scene
 - o Scale elevations of all scenery
 - o Paint elevations of all scenery
 - o Accurate perspective rendering or production model of scenery
- Collaborate with the Prop Manager/Designer
 - o On:
 - Major Hand Props
 - Set Props.
 - Set Dressing.
 - o Determine early which projects will involve the Prop Manager/designer assisting you, which s/he will be responsible for (especially including hand props, but also including any set dressing & set props), and which will involve you providing assistance to the Prop Manager/Designer.
- Collaborate with Technical Director, Producer/s and all other pertinent staff regularly as outlined in General Expectations
 - o Concerning:
 - Construction schedule,
 - Materials selection
 - Budgeting,
 - o Provide information and documentation in a timely fashion.
 - o Make regular contact for the purposes of assessing progress and projecting what actions are required of you to keep the project on track.
 - o Provide all drawings, schedules, information and materials on published or agreed-upon schedule
- Schedule opportunities to view run-throughs of the entire play or segments of it before the technical rehearsal process begins.
- Meet immediately following Tech & Dress rehearsals to coordinate “punch lists” of continuing, new and essential tasks and changes necessary for completion of the design.
- Expect to be involved with all artistic aspects of the setting. This may include but is not limited to:
 - o Assisting the Prop Manager/Designer & crew in selecting & placing set props & dressing.
 - o Mixing paint & leading the set crew in painting, texturing and otherwise finishing the scenery.
 - o Drawing complicated profile elements & layouts.
- Other duties as circumstances or needs require.

Tools, Materials, Presentations



- rough sketch of the set in the preliminary phase
- floor plans drawn to scale showing from above the general layout of each set and the placement of the furniture and large props
- front elevations giving a view of the elements of the set from the front and showing details like windows or platforms
- miniature three-dimensional models showing how each set will look when finished.