

Theatre Midwest

Job Description, Duties

Set & Props Maker

- Fulfill all requirements outlined in the document: General Expectations for Project Leadership.
- Analyzes all designs submitted to determine feasibility of execution within the allotted time, money and personnel available
- Ensures all activities in the production department are handled in a safe and responsible manner, and that the performance spaces are well maintained
- Trains any new hires as to the proper operation of power and hand tools, as well as safety procedures.
- Attends all production and/or design meetings
- Attends pre-technical rehearsals as necessary
- Supervises load-in and set-up
- Assists with the preparation and control of production budgets; maintains inventory and orders specialized supplies.
- Reviews all designers' drawings to make sure the work can be accomplished on time and within budget, given the company's resources.
- Creates construction and related drawings in digital formats for all scenic elements.
- Participates in build and load in as needed
- Organizes and participates in build and load in as needed
- Develops equipment and procedures for stage effects and changeovers.
- Organizes and manages strike of all technical elements.
- Picks up and/or arranges delivery or transfer of supplies, goods, technical items.
- Other duties as circumstances or needs require.