

Job Description

Job Title: Scenic Designer	
Reports to: Production Manager, Director	Mentor: Designated Professional Mentor
Department: KIDSTAGE Summer Independent Production	Supervisor: Designated KIDSTAGE Staff

Position Overview:

Scenic Designers fulfill the vision or concept of the production both conceptually and physically. They create an exciting, safe, and visually interesting performance space for the show. They generate a floor plan, front and rear elevations, color renderings, a 3-D model, and collaborate with the technical director to produce the final set. Scenic designers are visual communicators, good at spatial relationships, collaborative, and enjoy interpreting the director’s concept visually.

Principal Duties and Responsibilities:

- Works with the production team to understand the artistic vision for the production under the leadership of the Director
- Work with the Technical Director and Production Manager to monitors expenses and insure that each production stays within budget
- Supervises and assists all Summer Independent students working in the Scene Shop, Prop Shop, Paint Shop and work with them to address challenges and find solutions
- Prepare all scenic documents including but not limited to: set concept, set drawings, white model, paint elevations, scenic breakdown, and design presentations
- Work with the Properties Master to design and furnish the necessary working drawings and research for all hand props, furniture and other incidentals of any nature
- Meet all deadlines for the design, including presentation of design concepts and other pertinent production dates
- Demonstrate and insure safe usage of shop tools to all Summer Independent Students assisting in the shop
- Communicate to the Production Manager when assistance will be needed in painting and set construction
- Assist the Technical Director with organizing and facilitating load-in, and be present for the entire load-in process
- Work with the Director and Choreographer to choreograph scene changes.
- Attends production meetings
- Assure equipment maintenance and facilities care, including maintenance of scenic elements during production
- Meets with SM and ASM in a mutually scheduled meeting prior to show moving onstage
- Attends all technical rehearsals as needed
- Communicate and enforce KIDSTAGE Expectations of Behavior. No use of alcohol or tobacco or illegal substances is allowed in and around the Village Theatre buildings
- Attend strike. Following strike, return all borrowed items in original condition

Education and/or Equivalent Experience Preferred:

- Pursuit or intent to pursue an undergraduate degree in scenic construction, technical director, or related field
- Experience building sets for two (2) or more productions

- Ability to draft using AutoCAD or similar CAD program not required but highly encouraged

Work Experience:

- Strong technical skills and background
- Management and coordination skills with proven ability to prioritize and work effectively under pressure to meet tight deadlines
- Excellent written and spoken communication skills in English
- Able to demonstrate leadership - thought, strategic and operational – while being able to listen to others and recognize their contribution
- Ambitious, “can-do” attitude with an entrepreneurial nature
- Ability to think creatively to overcome challenges, with limited resources

Other Skills, Ability and/or Knowledge:

- Theatrical technical skills and background preferred
- Demonstrates expertise with logistics of a theatrical production
- Exhibits knowledge of proper production safety procedures
- Calm / Professional demeanor, sense of humor encouraged
- Proficient in Excel, Word, and Dropbox
- Experience with reading AutoCAD and other drafting documents
- Exercise good judgment and discretion
- Flexibility in projects and schedules
- Attention to detail
- Self-starter
- Superior organizational skills
- Ability to execute projects efficiently and according to schedule
- Ability to work independently and to maintain a positive work atmosphere
- Work schedule varies and includes evening and weekend hours

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.