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 demonstrable 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.