

# Asst. Scenic Designer

You have been assigned to this production because of its extreme complexity and because the demands upon the Set Designer may be so extensive that s/he will be required to fulfill many additional duties. Help him/her in every possible way and execute any duties s/he might assign you. In some cases the Assistant Designer will also be serving as the Properties Master or Scenic Artist. Read the sections of this manual that pertain to these areas. **REMEMBER THAT ALL DESIGNER'S USE THEIR ASSISTANTS DIFFERENTLY. USE THIS AS ONLY A GUIDE BEFORE YOUR FIRST MEETING WITH THE DESIGNER TO LAYOUT YOUR DUTIES!**

In position of Assistant Scenic Designer, you are an integral member of the production team. As such you are required to take part in every day of load in and tech day. These days are usually a Saturday and a Sunday.

Also, because of your position, you will most decidedly need to put in more than the three to four hours per week in the shop that is required of all practicum students. Indeed, you will need to be in your shop for every day of the build / hang / etc., to assist in work which needs to be accomplished. If you have questions regarding this, please discuss this with your mentor.

## **PRE-PRODUCTION**

1. Read the play and become thoroughly familiar with it. A copy will be available through the Coordinator of Theatre.
2. Read the other relevant sections of this manual to determine and understand the adjacent and overlapping duties of your associates.
3. After preliminary discussion with the Set Designer, become thoroughly acquainted with the style of the production, period, style of architecture, mood, locale, etc. Become familiar with the preliminary floor plans and sketches.
4. Prepare the floor plan formats. Use drafting vellum or its equivalent. Draw all the theater architecture necessary to the production. Prepare as many of these as required.
5. Assist the designer in checking any critical stage dimensions.
6. Assist the designer in research if requested to do so,
7. Assist in the construction of the set model if one is required.

## **REHEARSAL/PRODUCTION PERIOD**

8. The production staff will attend the first rehearsal (usually a read through of the script) to present their designs and familiarize the cast with the design interpretation.
9. In conjunction with the Technical Director plan your work so that the crew can begin work promptly when they arrive at work sessions. If you cannot be present, someone must be there who can supervise work such as the prop master, scenic artist, assistant designer, etc.
10. See that no standard equipment or prop furniture is modified in any way for special use without express permission of the Faculty Technical Director.
11. You may help prepare the painter's elevations from the Designer's developed front elevations, or transferring them in the required scale, in pencil, onto watercolor board to render.
12. Assist the set designer in finding and obtaining special fabrics, textures, props, etc.
13. Maintain a liaison with all crew heads, particularly in property preparation, paints, and special projects checking details, assemblies, color. This is most important when there are modifications or changes involved.
14. Assist the Set Designer in any finish painting and detail work in which s/he is engaged.
15. Assist other crew heads in supervising crew sessions.

## **STRIKE**

16. Assist the Technical Director in the orderly strike of the set and properties.
17. Know before the strike begins what units are to be saved and which dismantled. Plan for maximum salvage of usable materials and hardware.
18. Work with the Properties Master to see that all props are cleaned and stored properly.
19. Help return any borrowed props either during strike or on the following work day.

I, \_\_\_\_\_ have read the above job description for my duties as \_\_\_\_\_ for the production of \_\_\_\_\_. I realize that these duties may be adjusted for, but not limited to the following reasons, show complexity, cast/crew size, cast/crew experience, etc. I will carry out my duties to the best of my abilities and ask questions when I need help.

Signed & Dated,

\_\_\_\_\_

**Student**

**Faculty**