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*Scenic Designer Duties*

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- **SKILLS:**

- Theater experience
- Collaboration
- Leadership
- Adaptability
- Good verbal communication
- Collaborating with creative artists with conflicting interests

- **DESCRIPTION:**

- The Scenic Designer is to assist the Director and other Designers in bringing the artistic Vision/Concept of the show to life through sketches, images, drafting and rendering in either 2D or 3D modeling.
- Reports to the Production Director.

- **PRE-PRODUCTION DUTIES:**

- BASECAMP: Successful productions will require that we connect and collaborate online via Basecamp. Please become familiar with this tool. Be prepared to share your process with us online by posting your research, art, and ideas for your team.
- The Scenic Designer agrees to follow the terms of the Guest Artist Independent Contractor Agreement.
- Participates in all Production Meetings either virtually or in person.
- If need be, schedule a time with the Production Director for a tour of the stages and shop/storage facilities.
  - Read the play in its entirety and post images and a sketch of the design to Basecamp after meeting with the Director and prior to the first Production Meeting. Use the Docs & Files / Scenic Subfolder on Basecamp for research, images, sketches, drawings, and renderings.
  - Obtain budget from the Production Director.
  - Obtain list of stock (also found on Basecamp in The Phipps Stock Tech Resources folder) from the Scene Shop Manager.
  - Obtain Build Schedule from Scene Shop Manager.
  - Meet all deadlines as listed in the Production Calendar.

- **BUDGETING PERIOD:**

- Upload to the Docs & Files / Scenic Subfolder on Basecamp the following items by Final Scenic Design Due Date:
  - ¼" scale Scene Shop Floor Plan on Arch B size plate (11" x 17") providing placement for scene shifts, quick change areas, and potential prop table placement.
  - ½" scale drafting of designer elevations on Arch B size plate (11" x 17").
  - 3" scale drafting of any necessary cross sections on Arch B (11" x 17").
  - A 3D model in .SKP format can be supplied in lieu of the above listed.
  - ¼" scale Rehearsal Floor Plan on Arch A size plate (8.5" x 11") for Director and Stage Manager.
  - Photographic images of any textures that need to be painted.
  - 1" scale Painter's Elevations on Arch B (11" x 17") including paint samples, preferably in Behr colors.
  - Internet links to any special item orders required for the production.
  - Initial Scene Shift Plot (will be updated by Production Director and Stage Manager during the rehearsal process).
  - Furniture and Set Dressing Plot for Props Designer including visual sources. Stock furniture and props can be found in The Phipps Tech Resources folder on Basecamp.

- **BUILD/ REHEARSALS:**

- Attendance at the First Rehearsal is not mandatory but is strongly encouraged to meet and greet the cast, headshots will also be taken at this time.
- Provide a biography for the program at the first rehearsal.
- Read all rehearsal reports in Basecamp for update. Respond appropriately.
- Return communication with Production Department via Basecamp within 24 hours unless otherwise agreed upon
- Be able to attend the first day of painting to assist in establishing painting techniques with the Scenic Charge or provide a paint mock-up of any special paint treatment.
- Should be able to attend the Designer Run with a Production Meeting immediately following the rehearsal.

- **TECH REHEARSALS:**

- Shift Tech Rehearsal (if applicable):
  - Saturday Before Tech: 10am-4pm
    - Attendance is required to help facilitate and choreograph the scenic changes.
- Q2Q or Tech Run Rehearsal:

- Saturday Before Opening: 1pm-2pm: Training:
  - Saturday Before Opening: 1pm-9pm (End time depends upon complexity of show)
    - Attendance not required but is encouraged to attend to ensure artistic integrity of the scenic design.
  - Mini-Production Meetings will be held immediately following all Tech/Dress Rehearsals, all Production Staff present will be required to stay for the meetings.
  - Maintain a clean and safe working environment
- **DRESS REHEARSALS:**
    - Sunday Before Opening: 1pm-4:30pm
      - Attendance is required for at least one dress rehearsal.
    - Monday-Thursday Before Opening: 6pm-9:30pm
      - Follow the “Rehearsals” and “Tech Rehearsals” procedures listed above.
    - Production Staff can invite two guests to the Thursday Final Invited Dress Rehearsal.
- **PERFORMANCES:**
    - Review Performance Reports and respond accordingly.
- **STRIKE:**
    - While not required to attend strike, your presence would certainly be welcome.
    - Responsible for returning any borrowed items personally obtained during the run within one week of strike
    - Check in with the Production Director before leaving.