

The Strollers

Community Theatre Since 1932

Production Set Designer 2014 - 2015

This position does not require technical knowledge, only the ability to organize and see that those who do have the technical ability get the job done.

GUIDELINES

1. All bills go to the Producer
2. Consult with the Producer before purchasing any single item which costs more than \$100.
Will use tax exempt forms for all purchases.
3. Supervise building of set – liaise with Director and Production Director.
4. Oversee set construction work on Saturday or Sunday mornings.
5. Check and replenish supplies (paint, lumber, etc.)
6. Try to keep supplies in one place.
7. Attend production meeting and try to adhere to budget.
8. Oversee load-in of set and construction during set-up weekend.
9. Supervise striking of set and clean-up.
10. See that someone from Tech is at each performance to handle emergencies.
11. Clean up theatre after each workday and prior to Opening Night. All materials that were used are to be put away.
12. Coordinate with Producer and Production Director on beginning of stage construction and a set tech schedule.