



## JOB DESCRIPTION: SET DESIGNER / TECHNICIAN

The Set Designer / Technician will possess the ability to create and build a set that helps create the mood for the actors' performances and conveys a message to the audience as a visual aid.

The Set Designer / Technician confers with the Artistic Director regarding interpretation and set requirements. He/she must possess excellent communication and organizational skills, must be self-motivated, efficient, creative and must have excellent painting, coloring and mixing skills. (Carpentry a plus)

### *The following are the duties and responsibilities of the Set Designer / Technician:*

- The Set Designer / Technician will participate in a production meeting prior to auditions. The production meeting will be attended by the Artistic Director, Assistant Director, Musical Director (for all musical shows), Set Technician, Costume Designer, Prop Master, CTC's Administrator
- The Set Designer / Technician will meet with the Artistic Director to discuss the set design. Within 30 days of meeting with the Artistic Director, the Set Designer / Technician will prepare a drawing or illustration of the design concept that must be presented and approved by the Artistic Director.
- The Set Designer / Technician must notify CTC's Production Office of any costs or expenses for the design and building of the set that are over the prescribed budget.
- The Set Designer / Technician will construct the set in a manner that is safe and appropriate for children. Additionally, the set shall be constructed in such a manner so as to not cause any damage to the stage, walls or ceiling upon installation or set up. The set shall also be constructed in accordance with the guidelines set forth by the performance venue.
- The Set Designer / Technician will discuss any concerns the Artistic Director may have in regard to the set and make appropriate changes as needed and agreed upon by the Director and Set Designer / Technician.
- The Set Designer / Technician is responsible for guiding parent volunteers and leading the moving and installing the set into the performance venue (including arrangements for a rental truck) and ensuring that all set pieces are removed from the performance venue at the end of the last show.
- During the week of rehearsals and performances at the performance venue, the Set Designer / Technician must be available should issues or concerns with the set arise.
- The Set Designer / Technician is also responsible for ensuring that within 2 weeks after the last performance and strike of the set, the set pieces are not only returned to the CTC workshop, but with the assistance of a parent volunteer, the set and construction area are organized and cleaned.
- **REUNMERATION:** The Set Designer / Technician will be compensated in the amount of \$1,000.00 to be paid in three equal installments



## EQUAL OPPORTUNITY EMPLOYER

CTC is an equal opportunity employer. CTC's policy is to afford equal employment opportunities to qualified individuals without regard to race, color, religion, national origin, ancestry, citizenship, physical or mental disability, sex, sexual orientation or age and to comply with applicable laws and regulations. All employment decisions will be consistent with the principle of equal employment opportunity.