

## **Scenic Design Assistantship Duties**

As an MFA Scenic Design student, GTA/GA duties may include those listed below, as well as other duties, as assigned, to ensure a professional, collaborative and successful production, classroom and/or administrative process. Participate in load-ins and strike, as required

<b>Properties Master</b> <ul style="list-style-type: none"> <li>- Coordinate and execute the properties design per the scenic designer</li> <li>- Serve as properties master for each production assigned</li> <li>- Build and shop for properties</li> <li>- Pull properties from storage and return them</li> <li>- Transport properties to rehearsal hall and theatre</li> <li>- Create and maintain properties budget</li> <li>- Communicate with stage management of needs</li> <li>- Attend all production meetings, technical rehearsals and previews</li> <li>- Maintain receipts and forward them to the Design Card carrier.</li> </ul>	<b>Scenic Designer</b> <ul style="list-style-type: none"> <li>- Develop preliminary designs for shows as assigned</li> <li>- Produce ground plans, design drafting, architectural details and painters' elevations of scenery and properties, and paint samples</li> <li>- Produce either a model or 3-D rendering (TBD by professor and director)</li> <li>- Work with Technical Direction Department to stay within resources</li> <li>- Maintain a professional respectful working environment</li> <li>- Attend all production meetings, technical rehearsals and previews</li> <li>- Most scenic designer responsibilities are graded responsibilities</li> </ul>
<b>Scenic Charge Artist</b> <ul style="list-style-type: none"> <li>- Meet with Designer to review models and drawings</li> <li>- Work with Designer to consider color, style and texture</li> <li>- Create patterns for textures or paint treatments</li> <li>- Create samples and provide them to the designer</li> <li>- Supervises scenic painters</li> <li>- Devises a paint budget</li> <li>- Anticipates labor needs and schedules paint calls</li> <li>- Participates in paint calls</li> <li>- Maintain receipts and forward them to the maintain receipts and forward them to the Design Card Carrier(s).</li> </ul>	<b>Scenic Painters</b> <ul style="list-style-type: none"> <li>- Attend all paint calls as scheduled</li> <li>- Work with the scenic charge</li> <li>- Paint certain constructed properties</li> <li>- Paint backdrops, stage floors, walls and other scenic elements</li> </ul>
<b>Teaching Assistant</b> <ul style="list-style-type: none"> <li>- Responsible for teaching courses as determined by Head of Scenic Design and Scenic Design Faculty.</li> </ul>	<b>Additional Duties</b> <ul style="list-style-type: none"> <li>- Maintain cleanly areas of shops and shared space</li> <li>- Organize workshop areas</li> <li>- Report any malfunctioning, broken or missing equipment immediately</li> </ul>
<b>Students Design Card Carrier(s)</b> <ul style="list-style-type: none"> <li>- Students assigned as Designated Design Card Carrier(s) are to organize and maintain receipts and forward them to <i>Sharon Pflughaupt</i> – Business Support Specialist, in a timely fashion.</li> <li>- Serve as Shopper for Properties and Charge Artists, as needed.</li> <li>- Maintain a receipt book and two sets of duplicate copies for Production Management and self.</li> </ul>	