

# **Evergreen Productions, Inc.**

## **Job Description for Set Designer**

The Set Designer works collaboratively with the director and other designers, especially the lighting designer, to help achieve a quality production while adhering to the budget. He/she brings own expertise and research, as to set requirements, color and design style to bear in the design and use of sets for the production.

### **Prior to first production meeting:**

- Read the script
- Stay in budget
- Know limitations of space (accurate configuration of the Webb/Walter)
- Develop ideas
- Work with director regarding overall look of show
- Based on needs – develop set design
- Review furniture plot with director prior to first rehearsal

### **Rehearsal period:**

- Attend a rehearsal to view blocking. Adjust design as requested by director.
- At pre-production meeting set build/paint timelines with Master Carpenter and Set Dresser
- Work with Master Carpenter provide drawings as needed for any builds
- Choose colors and share design choices with set dresser
- Attend all production meetings
- Keep list of any thank you's and volunteers and provide to person doing the program by designated date set at pre-production meeting.

### **Load-in Tech:**

- Set designer needs to oversee and assist with load-in and construction
- Work with crews for final changes to construction, painting and set dressing
- Be present for all tech rehearsals, create punch list of all issues during rehearsals
- Work with Production Coordinator to finish all tech week issues

### **Performance:**

- Coordinate with Master Carpenter for repair and replace set as needed during run, info to be given by Stage Manager

### **Strike:**

- It is recommended that the set designer be at strike because he/she will have a clear understanding of “how it all went together”
- Turn in bills by strike

### **Attend Post-production meeting:**

- Provide observations of what worked and what could be improved.