

EVERGREEN PRODUCTION, INC.

Job Description for SET DRESSER

The set dresser works collaboratively with the director and set designer, master carpenter, costume designer and prop master to help achieve a quality production while adhering to the budget. She/he must work with designers and master carpenter regarding color and design style and budget allocations.

Prior to first production meeting:

- Meet with designer/s and director to review the set design as laid out by the designer.
- Review the budget.
- Keep track of all set building and dressing expenses to make sure to stay within budget.
- If necessary, contact the Production Coordinator before going over spending limits.

Rehearsal period:

- Continue to check with the designer/director periodically to make sure that what you are doing has the same interpretation as what they intended and that no pieces have been added or cut
- Put together furniture plot
 - a. Research period and details as defined by script, in the Webb, people will be feet away from your set pieces, detail is important.
- b. Look at available set pieces and determine what can be reused, what must be built and what must be bought or borrowed.
- c. For pieces that must be built work with master carpenter
 - Put together dress ideas, review with designers and director as needed, often have more than one option
 - Get paint colors from designer, order paint to be ready prior to painting days
 - Schedule painting days working with master carpenter to allow for completion of pieces and enough times for "number of coats" base plus finish if possible; (walls will most likely need to be patched and touched up after move:
 - a. Contact the Volunteer Coordinator for the show to let them know about the schedule and the number of people needed. Also send an email or call painters depending on skills needed basic or finish, try to send it at least one week in advance of each day.
- Acquire dressing pieces prior to move in days, use tax id #s as provided.
 - 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:

- Coordinate load-in of pieces with Production Coordinator: the availability of covered truck(s) covered for furniture.
- At shop, lay out what needs to go to the Webb for set pieces, dressing, paint and finishing tools.
- Finish painting
- Install furniture and set dressing
- After each tech-week rehearsal, check with Stage Manager, Director and Designer on any changes needed, make corrections as required.
- Make sure all receipts are given to the Treasurer. List show and how used (ie set, props)

Performance:

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

Strike:

- Work load-out
- Return items to rightful owners with Evergreen's thanks
- Add new items to "inventory"

Attend Post-production meeting:

Provide observations of what worked and what could be improved.