



# LOYOLA UNIVERSITY CHICAGO

*Preparing people to lead extraordinary lives*

## DEPARTMENT OF FINE AND PERFORMING ARTS

### Production Staff Job Descriptions

#### Scenic Designer

The Scenic Designer is responsible for the design and implementation of all scenic elements of a production in a timely manner and within budgetary limits. Ultimately, the Scenic Designer works collaboratively with the Technical Director to maintain the stage design and aesthetic.

**THIS LIST OF RESPONSIBILITIES IS NOT EXHAUSTIVE. It should be used as a guideline of the responsibilities of this position on any production. If a question arises about the breakdown of responsibility, one should seek the advice of their Mentor or the Managing Director of the Department.**

#### Pre-Production:

- \* Reads, studies, and researches the play.
- \* Attends all design and production meetings.
- \* Consults regularly with the Director, Faculty Mentor, Technical Director, and other Designers to discuss concepts, available construction materials, and limitations of the designated theatre space.
- \* Produces on paper and provides to the Director and SM (Producing these will require collaboration with Costume and Lighting Designers to coordinate color schemes and integrate design ideas.)
  - o Scenic requirements unit list.
  - o Preliminary research, conceptual and background.
  - o Functional model with 10 - 3 x 8 seating platforms.
  - o Preliminary sketches and thumbnails.
  - o White model.
  - o Scaled ground plan and finalized sketches. (Copies will be necessary for the Technical Director to build from.)
  - o Scenic units list.
  - o Supplemental sketches and notes as necessary.
  - o Paint elevations to show production team and for Scenic Artist.
  - o Models and renderings to communicate the details of the design.
  - o Preliminary Prop List by second production meeting. Stage Manager, Director, and Prop Designer should also be consulted in forming the list.
  - o Complete drawings of all furniture and set properties that are to be built.
  - o Graphic artwork/research necessary to produce the desired properties for the show.
  - o Build schedule (determined in collaboration with the Technical Director.)

#### Rehearsal Period:

**This time should be used to build, paint, and complete the set and before**

**Tech Week. This includes furniture and set dressing.**

- \* Attends Show and Tell and formally introduces design concepts to the cast.
- \* Answers questions for Stage Manager about the ground plan and taping out of the set.
- \* Supervises the selection of all pulled, rented, or found props, furniture, etc.
- \* Arranges the painting of all properties and set pieces. In the absence of a Properties Master, the Scenic Designer will be responsible for the actual painting of these items.
- \* Must be available to consult with Technical Director to ensure that the set is completed satisfactorily and according to the specifications of the design.
- \* Assists the Stage Manager in placing and spiking furniture, rugs, etc.
- \* Attends designer runs and collaborates with the Production team on production needs as they arise.

\* Reads rehearsal notes and responds to questions or concerns.

**Tech/Performance Period:**

\* Attends all tech and dress rehearsals. Takes notes and gives direction to crew on operating the set and executing scene shifts correctly.

\* Establishes the placing of trim, pictures, ornaments, and any other set dressing on the set. This is done in collaboration with the Properties Master.

**Post-Production Period:**

\* Attends Strike and works with Technical Director and Stage Manager to make sure all props, furniture, etc. are returned to the appropriate parties and that building materials are properly returned to storage.

\* Turns in receipts to the Managing Director.

\* Makes design materials available for purposes of display and publicity.

\* Attends Post Mortem to give report.

**Sage Wisdom from Last Year:**

\* Breathe—nothing is worth getting horribly worked up over. Laugh—it's hard & great to be in a collaborative artistic venture.

\* Do SOMETHING, big or small, every day, even if it's not urgent.

\* Patience. Take time before jumping into something and communicate with your peers before moving along-more importantly- have fun and enjoy the process.

\* Scheduling-take your time and use all of your resources. You can never start too early.