

GENERAL RESPONSIBILITIES AND EXPECTATIONS FOR STUDENT ASSISTANT SCENIC DESIGNERS/ SCENIC DESIGNERS

The faculty and staff encourage you in your efforts to learn how to be an excellent designer and want you to know that if you are selected, we have every confidence in your ability to succeed in this goal.

Production work is an extremely demanding and time-consuming endeavor, and we would ask you to read this document carefully to understand our expectations.

When possible design positions are determined in the spring of each year for the following academic year. To be considered you must meet the following requirements (exceptions to these are on a case by case basis):

1. Completed Stagecraft and Scene Design and passed each with B or better.
2. Worked in the scene shop as an assistant and/or completed Practicum I and Intermediate technical production.
3. Demonstrated an ability to meet deadlines and work as a collaborator.
4. Read and agreed to the terms of this document.

The following guidelines are set forth to help you to be successful. Failure to comply with any of these could result in being relieved of your responsibilities as Designer of Record, removal from your position, diminution of your grade in the coursework or all three.

1. In all instances, you must maintain a 2.5 Cum GPA in your prior semester or you will not participate in any Theatre Arts production the following semester.
2. Credit will be obtained under THEA 312 Studio Designer or THEA 412 Main stage Designer (THEA 212, Assistant). Credits TBA depending on the scope of the design. If you are an assistant in the scene shop you can be paid only for the work of constructing the design – not the formulation or rendering of the design. Therefore you may not design during your scene shop hours.
3. If you are selected to design scenery for a Studio or Main stage production you must curtail all outside work over 6 hours per week and those hours must never interfere with any of your duties and responsibilities related to the production you are designing. The type and hours of your outside work need to be discussed with your supervisor.
4. At the beginning of the process, usually 2 –3 months before performance a calendar will be provided with a work schedule, dates and deadlines noted. Any negotiation about dates in this calendar will be made at that time.
5. During the design phase you are expected to be working in the design studio (Skelly's office) whenever it is open and you are not working on class. All of your documents and graphics will be stored on the design computer in the studio. You must understand that there will be times you are expected to work on nights and weekends. You will learn quickly that Design is a very labor-intensive occupation. All designers and design assistants are expected to be present at:
 - a) All production meetings
 - b) All technical meetings
 - c) All technical rehearsals
 - d) Each day during the technical and dress rehearsals periods
 - e) Strike (and after if necessary to complete all return commitments)
6. You must communicate with your supervisor daily, and you are expected to communicate with your director at least three times a week.
7. It is imperative that all deadlines be met. You are expected to be punctual. If you are going to be more than 5 minutes late – CALL. Pertinent phone numbers will be given to you when you accept an assignment.
8. **KEEP THE LINES OF COMMUNICATION OPEN** and this will be a positive and rewarding experience. **COMMUNICATION IS VERY IMPORTANT.** Make sure you meet with the director often outside of production conferences.
9. When you accept this position with all of its responsibilities, it will be determined by you and your supervisor what media will be used for your renderings.
10. Standard design procedure will be utilized as outlined in your Scenic Design class. Should you need a refresher, please contact Skelly Warren.
 - 1st Production Conference: Script analysis and research
 - 2nd Production Conference: Concept Statement/thumbnails/Preliminary GP
 - 3rd Production Conference: Ground plan and Sketch
 - 4th Production Conference: Revised Ground plan and Sketch

Paperwork and Duties at this time:

- Design Elevations
- Tech. Elevations (Assistant?)
- Rental Needs
- Shop Oversight
- 5th Production Conference: Ground plan and rendering/model

11. Assistant Scenic Designers are responsible to help the designers with any paperwork, drafting, model making and other needs (except rendering). You will meet with them at least twice a week in the presence of the supervisor and determine these needs. You are expected to be all the tech/dress rehearsals and strike. Your outside work schedule is not limited, but must NEVER interfere with responsibilities, especially two weeks before the show opens. Credit is available under THEA 212.

Scenic Designer Acknowledgement

I have read and understood the requirements and responsibilities for my position as:

- Scenic Designer
- Assistant Scenic Designer

Production:

Signature

Date: