RESPONSIBLE TO Director, Production Services Manager

ROLE

1. To design a set which complements the director’s interpretation of the play, is artistically appropriate, practical and within HLT’s material and financial capabilities.

DUTIES

1. To meet with the director at an early stage to formulate a design concept. The director’s requirements shall prevail.
2. To attend and participate in planning and production meetings convened by the Production Services Manager.
3. To consult with the Production Services Manager to determine the extent to which existing set construction modules and materials can be utilised, including the use of existing paint stock held in the HLT workshop.
4. A determination of the likely costs of any special materials needed should be made.
5. To assume responsibility for the overall appearance of the set, including stage furnishings and décor, unless this function is delegated. NB: There are inventories for curtains, manchester and props available.
6. To provide a complete set of detailed and dimensioned working drawings, including floor plan and elevations, of the set and seating layout no later than the audition date or seven days before the final performance of the previous production, whichever is the earlier.
7. A completed scale model of the set and auditorium is desirable. The drawings and/or model shall be sufficient to enable the set construction crew to build the set from them.
8. Meet with the construction crew on the first set build to determine and clarify the “foot print” of the stage. Due to the tight time frame between productions, changing the stage footprint after it has been laid down on the first set build day may not be possible.
9. It is compulsory for the set designer and director to attend the first two set-building sessions.
10. To be available for consultation at some construction sessions, if required and to keep in touch with the Set Build Foreman for any issues which may arise.
11. Comply with current Health & Safety Policies and Procedures