

POLICY NUMBER: 6.7	DATE ADOPTED: Draft
POLICY TYPE: Production Job Descriptions	DATE AMENDED:
POLICY TITLE: Set Designer	

Set Designer

This job description is a general outline of the Set Designer's tasks. Seek other resources to provide more specific advice about the Set Designer's art.

The Set Designer is responsible to the Director. His/her primary responsibility is to design a beautiful and workable set which embodies the Director's artistic vision for the show. The goal is, in combination with the Lighting design, to create a *total visual effect* that expresses the artistic vision. Responsibilities include the design of the set or sets for the play, providing detailed drawings for the set construction crew and oversight of the Set Construction crew and Set Décor.

Planning

1. Read the script thoroughly several times. Jot down any ideas that you have and note the specific needs of the script in terms of exits, entrances, movement, etc..
2. Meet with the director and obtain a general briefing on the artistic vision, style and practical requirements.

Working

Important note: If the set design contains modifications to the stage itself, such as a downstage extension, approval must be given by the Building Manager or the Board to ensure that regulations for safety and handicapped access are not compromised.

1. Provide preliminary sketches and meet with the Director for consultation and approval. It may be necessary to do this two or three or more times until you are agreed upon the vision.
2. Prepare final sketches and scale drawings including a detailed floor plan and dimensions of all parts. Give a copy to the Director, Set Construction head, and the Stage Manager. The final drawings should also include colours and other visual detail.
3. It is very helpful to all concerned, including the actors, to construct a scale model of the set.
4. Meet with the Set Construction head to discuss the drawings in detail.
5. If necessary, advise in the purchase of materials.
6. Meet with other designers (especially Set Décor and Lighting) to discuss style, colour, etc.
7. Keep in close contact to oversee that the set is being constructed as designed and to help resolve practical problems that arise.

Performance And Striking

Ensure that anyone who assisted with the designing of the set receive a personal thank you.