

SET DESIGNER/BUILDER

Principal Functions

Prepare a set design which meets the Director's requirements for period, colour scheme, entrances, exits and general layout.

Tasks

- Have a clear understanding of the script and the Director's vision for the play and attend an appropriate number of rehearsals to facilitate this.
- Prepare a drawing or model of the set and obtain the director's approval.
- Check what items of scenery are available from Street Theatre stocks and whether the cast or the committee can source any other items. The Producer can arrange an advertisement in the monthly newsletter. Reclamation sites are a good source of construction materials.
- Working closely with the show's producer, arrange an appropriate location for the show's set to be constructed.
- Decide what other items need to be hired, borrowed or bought. Costs to be cleared with the Producer. The publicity officer should be advised where items are borrowed in exchange for a mention in the programme, free advertisement or complimentary tickets.
- Arrange for the set to be constructed prior to delivery to the Theatre to ensure it fits together. This should be completed at least one week before the performance.
- Arrange for transport of the set to the Theatre for get-in date and return after the show back to the various sources.
- Arrange for a construction team to build (and dismantle) the set on stage.
