

SET CONSTRUCTION HEAD

It is this person's responsibility to see to it that all physical elements of the set (not props, set décor or furniture) are all completed and set up by predetermined due dates.

PLANNING

Until the set construction head receives working drawings from the designer he should busy himself with the following:

1. Become thoroughly familiar with the script.
2. Where desirable, assist the set designer and technical producer with construction plans.
3. Ensure the shop and stage space is tidied and ready to receive work parties. For example check out condition of tools and confer with properties manager regarding any repairs, etc.
4. Along with the set designer and technical producer prepare a materials list: lumber, hardware, unique materials, paint etc. and arrange for their delivery.
5. Check out proper purchasing system with the technical producer.

WORKING

1. Obtain satisfactory floor plan, working drawings, and determine the mood from the designer and become thoroughly familiar with their demands.
2. Plan out and schedule with the technical producer any work parties that are needed. Determine the frequency of work parties and number of people needed to have construction finished by due date.
3. General work party duties:
 - a. Give detailed explanation of job at hand to those attending.
 - b. Allocate jobs and aid in construction.
 - c. Explain, teach, coach those at work parties of proper construction methods, shop safety and operation of tools, etc.
 - d. Confer as necessary with the technical producer and set designer regarding progress or problems.
 - e. Be responsible for ensuring all tools, paintbrushes and supplies are kept in good condition and in the proper place. Report any real problems to the executive properties manager. Sweep the stage and workshop after each work session.
 - f. Instruct the stage manager if there are any special operational details for the use of the set pieces.
4. Attend appropriate rehearsals to become aware of workability of set and note any problems.
5. As units are completed inform the set designer that they can be painted, etc.
6. As set is in final stage of completion, inform set décor, props and lighting coordinators so that they can move onto the set.
7. As set is completed be prepared to deal with masking of wings and flies.
8. Ensure that all backstage areas and scene shop are clean and all exits are clear of debris. Empty garbage cans into dumpster.

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9. Be available for any last minute adjustments or necessities the stage manager may ask of you.

RUN

1. The set construction head's job is completed prior to preview night. However, he should be available for emergency repairs throughout the run.

STRIKE

1. In cooperation with the technical producer, designer and stage manager organize the strike. Plan what is to be saved or destroyed.
2. By the end of the strike everything should be either stored or destroyed. Put garbage into the dumpster at the back of the theatre.
3. The shop should be left clean and tidy. Check tools and report any need for repair or replacement to the executive properties manager.
4. Stage area is to be left clean, that is swept, vacuumed, washed and painted black as required.
5. Reposition all basic masking blacks (borders and legs) as required.
6. Ensure that all purchase receipts have been submitted to the administrative producer.
7. Please return the job description manual and keys to the technical producer.