

ASSISTANT SET DESIGNER'S RESPONSIBILITIES TO THE DEPARTMENT

- Check e-mail on a daily basis.
- Attend all design and production meetings.
- Adhere to all published deadlines.
- Attend necessary rehearsals.
- Attend all daytime work calls agreed upon with scene shop, including all lab times.
- Attendance at all technical rehearsals, crew view, dress rehearsals and previews.
- Take notes for the designer at all dress rehearsals.
- Assist designer with creating show paperwork, research, models, etc.
- Assist the designer in shopping, pulling props and painting.
- Attend paint and prop calls, as needed. (coordinate with Professional Scenic Artist and Professional Prop Artist)
- Provide all rehearsal props; sign out with the Assistant Props Master
- Assist Student Props Master in research and in the creation of detail drawings
- Serve as liaison between "rehearsal room" updates and the Props Department

Note:

The above are basic responsibilities for these positions and should function as guidelines. Responsibilities may shift based on the needs of the student and the production.