

ASSISTANT SCENIC DESIGNER PRODUCTION EXPECTATIONS

GENERAL EXPECTATIONS

- **Read the script.**
- **Read the Directorial Design/Conceptual Statement.**
- Assist in the Production of a "Preliminary Statement of Intent" to share with the design team by established deadline.
- Attend and contribute to all design and production and company meetings (including presenting the finished design material to the company as scheduled).
- Satisfactorily pursue the completion of the task from initial planning through to final realization.
- Collaborate productively with all members of the production team, taking inspiration and guidance from the director.
- Negotiate, publish and observe a schedule of daily meetings with the Designer whom you are assisting and weekly minimum of 5 hours "shop work."
- Meet specific area expectations detailed below.
- Meet specific assigned deadlines detailed for the project.

SCENIC DESIGNER (specific area expectations)

- Meet with the Scene Designer and establish specific expectations for the production process. Set up weekly meetings with the designer during the design and execution process to assess progress and re-evaluate responsibilities and refine deadlines.
- Compose and publish a clear job description detailing your responsibilities, tasks and deadlines for the project.
- Expect to be involved with aspects of the costumes as directed by the Costume Designer. This may include but is not limited to:
 - Perform textual analysis.
 - Conduct research into architectural history, places, locations etc.
 - Assist the Scene Designer in producing Design Documentation (see following page for complete list of Costume Documentation).
 - Acting as a liaison between the Scenic Designer and the Technical Director, the Scene Shop Supervisor and/or the Prop UGA.
 - Take notes for the Scene Designer during Technical and Dress Rehearsals.
- Perform a minimum of 5 hours per week (in addition to daily meetings, work-calls & rehearsals) working in the costume studio on tasks assisting the Costume Designer (see bulleted item below).
- Expect to be involved with all artistic aspects of the costumes. This may include but is not limited to:
 - Assist the Scene Designer in shopping for and acquiring materials, Set props and Set Design.
 - Assist the Scene Designer, Prop UGA, Technical Director, and Scene Shop in identifying and pulling scenic elements and set props for rehearsal and performance.
 - Assist the Scene Designer in developing, transmitting and leading the crew in scene painting processes.
 - Work on a specific project (building furniture, dressing scenery, constructing scenic units etc.).

DATES AND DEADLINES:

To be determined for each individual project

Signature indicates acceptance of all conditions on this and following page:

Student Scenic Designer Signature

Date

STUDENT SCENIC DESIGNER DOCUMENTATION EXPECTATIONS

I. **PRELIMINARY RESEARCH (presented at initial or early design meeting)**

- Photographic and other visual materials.
- Written information.
- Collages, any other appropriate materials.

II **PRELIMINARY SKETCHES (presented at early design meeting)**

- Three or more.
- Showing progression from the initial sketch.

III **GROUND PLAN(S)**

IV **DESIGN ELEVATIONS:**

- Include all scenery.
- In 1/2" scale.
- Include all necessary dimensions.

V **SECTION VIEW**

- Include auditorium, setting, and other architectural features of stage.

VI **RENDERINGS OF THE SETTING:**

- In the medium of designer's choice:
 - Renderings:
 - 1/2" scale accurate color perspective.
 - No larger than 24 x 36 inches.
 - Production models:
 - In uniform 1/2" scale.
 - Painted as intended for scenery.
 - Include scale figure(s).
 - White models:
 - In a uniform 1/4" scale.
 - Must be accompanied by complete painter's elevations.
- Suitably displayed (matted, mounted, under acetate, etc...not framed).

VII **PAINT ELEVATIONS:**

- For all units (except if 1/2" model is used).
- In 1/2" scale.
- Must represent the intended (and realized) final painting.

VIII **STATEMENT OF INTENT (as presented at initial or early design meeting)**

- Mounted separately.
- To include conceptual and theoretical goals.

IX **VISUAL PRODUCTION EVIDENCE (not included in Lobby Display)**

- At least two slides (more as necessary).
- At least two prints (8"x 10") appropriately mounted.

Note:

- All Materials must be labeled with: Title of Production, Act and Scene, and Designer's name.
- All Materials must be presented at final design meeting (except as noted).
- Students will produce this material in 2 "phases"
 - The first phase will be on display for the theatre-going public during the production.
 - The second phase will be a process leading toward display at KCACTF Design & Tech Expo
- Displays should be securely but non-destructively mounted on panels and may be up to 48" x 48" in size plus a notebook or model
- See also, details at www.kcactf5.org