Summer Independent Internship Description

Internship Title: Scenic Designer
Reports to: Summer Independent Production Manager, Technical Director
Supervisor: KIDSTAGE Production Manager

Position Overview:
The Scenic Designer fulfills the vision or concept of the production both conceptually and physically. They create an exciting, safe, and visually interesting performance space for the show. They generate a floor plan, front and rear elevations, color renderings, a 3-D model, and collaborate with the Technical Director to produce the final set.

Scenic Designers are visual communicators, good at spatial relationships, collaborative, and enjoy interpreting the director’s concept visually

Principal Duties and Responsibilities:

- Work with the production team to understand the artistic vision for the production under the leadership of the Director
- Work with the Technical Director and Production Manager to monitors expenses and ensure that the production stays within budget
- Assist the Technical Director in supervising and leading the build and paint of the set
- Assist the Technical Director in supervising and leading all Summer Independent students working in the Scene Shop, Prop Shop, and Paint Shop, and work with them to address challenges and find solutions
- Work with the properties designer to design and furnish the necessary working drawings and research for all hand props, furniture and other incidentals of any nature
- In conjunction with the Technical Director, demonstrate and ensure safe usage of shop tools to all Summer Independent students assisting in the shop
- Check email on a regular and consistent basis, and respond to emails in a timely manner
- Assist the Technical Director with organizing and facilitating load-in, and be present for the entire load-in process
- Work with the Direction team and Stage Management team to choreograph scene changes.
- Attend production meetings, design meetings, and technical rehearsals as needed
- Assure equipment maintenance and facilities care, including maintenance of scenic elements during production
- Meet with Technical Director, Stage Manager, and Assistant Stage Manager in a mutually scheduled meeting prior to show moving onstage
- Attend strike. Following strike, return all borrowed items
- Communicate and enforce KIDSTAGE Expectations of Behavior

Project Tasks Include:

- Creation of concept sketches
- Creation of both a white model and color model
- Creation of paint elevations
• Creation of the furniture list, created in conjunction with the Properties Designer
• Presentation of design for cast
• Assisting the Technical Director in drafting of the ground plan and section view, as requested
• Creation of scene-by-scenes, created in conjunction with the Direction team
• Budget and expenditure sheet

Education and/or Equivalent Experience Preferred:

• Pursuit or intent to pursue an undergraduate degree in scenic construction, technical direction, or related field
• Experience building sets for two (2) or more productions
• Ability to draft using AutoCAD or similar CAD program not required but highly encouraged

Other Skills, Ability and/or Knowledge:

• Strong technical skills and background preferred
• Demonstrate expertise with logistics of a theatrical production
• Exhibit knowledge of proper production safety procedures
• Proficient in programs including but not limited to Excel, Word, and Dropbox
• Exercise good judgment and discretion
• Flexibility in projects and schedules
• Attention to detail
• Superior organizational skills
• Management and coordination skills with proven ability to prioritize and work effectively under pressure to meet tight deadlines
• Ability to work independently and to maintain a positive work atmosphere
• Work schedule varies and includes evening and weekend hours
• Calm and professional demeanor, sense of humor encouraged

Supervisory Responsibilities:

• Supervise and advise the Assistant Scenic Designer
• Advise the Properties Designer
• In conjunction with the Technical Director, supervise student shop volunteers and student load-in/strike volunteers

Supervisor
Signature: ___________________________ Date: ____________

Intern
Signature: ___________________________ Date: ____________

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.