

PRODUCTION TEAM POSITION DESCRIPTIONS

SET DESIGNER, CONSTRUCTION CO-ORDINATOR & TEAM

Reports to the Production Manager

1. Attend creative team meetings and commence set planning ahead of rehearsal period
2. Design set in collaboration with director to fulfill their vision, prepare sketches, a look book or models for the director to approve
3. Ensure open lines of communication between designer, construction team and the director and choreographer to ensure the set is working for the show's requirements
4. Be prepared to creatively re-design any part of the concept that does not meet budget or blocking requirements
5. Prepare the rehearsal space using available resources so that the cast have a good sense of the final set
6. Prioritise use of available resources and stay within the allocated budget
7. Maintain an accurate record of all expenditure (including receipts)
8. Attend production meetings to report on progress and issues
9. Organise construction and painting working bees
10. Attend production meetings
11. Oversee the workplace health and safety requirements of all working bees and participants including safety and suitability of tools and equipment
12. Complete the post-production feedback survey in a timely manner

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