



JOB DESCRIPTION/SCOPE OF WORK

SCENIC CHARGE ARTIST Seasonal Salaried

Immediate Supervisor(s):	Production Manager
Schedule:	TBD
Salary:	\$750/week, DOE (45 hours)
Housing (if needed):	provided
Start Date:	June 2
End Date:	July 26

STATEMENT OF JOB:

The Scenic Charge Artist is responsible for the painting of all scenery for the Mainstage Season as well as running the paint department. Some painting of props may be involved as well.

JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

GENERAL RESPONSIBILITIES:

- Reporting to work on time, prepared to work
- Follow and practice safe work methods and safety procedures
- Follow procedures and policies in the Seasonal Employee Handbook

SPECIFIC RESPONSIBILITIES:

- Develop a complete and thorough understanding of all drawings and paint elevations for each production and assist in the dissemination of that information
- Create paint samples and submit to set designer for approval
- Supervise and assist in painting/finishing of scenery as specified in the design
- Working with prop department on the painting of props and furniture as needed
- Research of new methods and materials as necessary for each production
- Work in conjunction with the Props Supervisor and Technical Director in scheduling shop space
- Organize and maintain the facilities utilized by the department including equipment, supplies, and any stock items
- Oversee safety and well-being of those working in the department and actively participate in and promote a culture of job safety in all work areas
- Adhere to the theatre's safety policies
- Attend Design Meetings, Production Meetings, and technical rehearsals as needed/appropriate
- Order all necessary materials and supplies in a timely manner, track deliveries and submit invoices/receipts and paperwork weekly to Production Management
- Work with Production Management to ensure all shows are completed within deadlines and budgets
- Communicate proactively with designers, stage managers, production management, and other department heads to ensure safe and appropriate implementation of all elements for rehearsal and performances
- Approach and carry out duties, as designated above, with a positive attitude
- Additional duties as assigned

REQUIREMENTS:

- Ability to read and interpret design drawings/paint elevations to create material and time estimates
- Foam Carving experience
- Working knowledge of Vectorworks and/or AutoCad and Photoshop
- Mastery in scene painting techniques and color mixing

- Knowledge with the safe handling and disposal of hazardous materials
- Prior summer theatre experience (preferred)
- Routine lifting up to 30 lbs, occasional work on ladders, scissor lifts, and other personnel elevation devices
- Maturity and understanding of the artistic process and excellent interpersonal, organizational, collaborative, communication and leadership skills
- Valid driver's license with vehicle (preferred)
- Ability to manage an irregular schedule with a positive attitude
- Ability to work on multiple productions within tight timelines and budgets
- Knowledge of industry and OSHA standard safety practices
- Ability to understand the work and needs of the department, anticipate potential problems and propose timely solutions
- Capacity to solve problems and engage in creative thinking about challenges; Ability to brainstorm ideas in a group setting

