

Black Hills Community Theatre

Scenic Designer Responsibilities

Before rehearsals begin:

- Thoroughly review script
- Research period and location
- Meet with Director to discuss director's vision and to get details specific to your production
- Coordinate with other designers on colors and concepts
- Attend initial production meeting
- Complete Scenic design before first rehearsal
- Provide stage management with ground plan for rehearsal room
 - o Assist in taping the rehearsal room floor as needed
 - o Assist in pulling rehearsal furniture as needed
- Coordinate building needs with Technical Director

During the rehearsal period:

- Attend weekly production meetings
 - o Share status report on set progress
 - o Take notes of any requests or changes
 - o Keep director and SM informed of personnel needed for scene changes
- Check rehearsal report for changes and additions
- Attend designer run rehearsal
- Coordinate with Technical director throughout build time
- Create a set plot to detail any set changes (this document lists set pieces and when they are moved, brought on or off stage)

During Tech Week:

- Assist Technical Director in loading in full set in time for the first technical rehearsal
- Be available for technical support (if needed)
- Attend tech rehearsals and execute notes from director

Post show:

- Coordinate with Technical Director a plan for actors to strike the set
- Return any loaned items