



Gallery 7 Theatre & Performing Arts Society

2051 Windsor Street, Abbotsford V2T 6L9

Ticket Reservations – House of James: 604-852-3701

Administration: 604-504-5940

www.gallery7theatre.com

Set Designer

Artistic Responsibilities

- Work with the director and the other production designers to develop an appropriate production concept and set design that meets artistic, budgetary, liability and resource goals.
- Provide concept art or a scale model of the set for approval by the Director and the Artistic Director one week prior to first read-through.
- Provide to the construction manager scale drawings of all set pieces to be constructed no later than five weeks prior to first dress rehearsal.
- Locate, secure, and arrange delivery of set furniture and other necessary accessories.
- Ensure that all borrowed and rented set pieces are returned to the appropriate owners as soon as possible, and no later than one week following the closing night performance.
- Purchase all painting materials necessary for the completion of the set.
- Paint the set, ensuring that appropriate precautions are taken to prevent spillage and overspray on audience risers and chairs, and any other set furniture and accessories.
- Lead the volunteers assisting with the painting of the set, working hard to create an atmosphere of professionalism, respect, care, encouragement and fun.
- Have set completed for final dress rehearsal.

Administrative Responsibilities

- Attend design and production meetings as required
- Obtain a script from the Gallery 7 office
- Submit any drawings, models, and concept art related to the set design to the Gallery 7 office at the conclusion of the production run.
- Coordinate a set painting schedule, in consultation with the Artistic Director and the volunteers assisting with the painting, ensuring that time is maximized for productivity, and

provides enough opportunity to accomplish all tasks associated with the set design in a professional and timely manner.

- Provide to the Artistic Director a list of donors and volunteers who assisted in the completion of the set design for inclusion in the production program. This is requested also so that appreciation notes can be sent to donors and volunteers by the Gallery 7 office.
- Ensure that all set design expenses are made within established budgetary guidelines
- Seek clearance from the Artistic Director if/when expenses are expected to exceed budgetary guidelines
- Submit to the Gallery 7 office receipts for reimbursement by the 13th and 28th of each month

Performances

- Attend the opening performance, if possible.
- Attend closing performance and strike.