



JOB DESCRIPTION SET TECHNICIAN

The Set Technician will possess the ability to create and build a set that helps create the mood for the actors' performances and conveys a message to the audience as a visual aid. The Set Technician confers with the Director regarding interpretation and set requirements. He/she must possess excellent communication and organizational skills, must be self-motivated, efficient, and creative.

The following are the duties and responsibilities of the Set Technician:

- The Set Technician will participate in a production meeting prior to auditions. The production meeting will be attended by the Director, Assistant Director, Musical Director (for all musical shows), Set Technician, Costume Designer, Prop Master, CTOC's Administrator and the 1st Vice President of CTOC's Board of Directors (or the 1st Vice President's Designee).
- The Set Technician will meet with the Director to discuss the set design.
- Within 30 days of meeting with the Director, the Set Technician will prepare a drawing or illustration of the design concept that must be presented and approved by the Director.
- The Set Technician must notify CTOC's 1st Vice President of any costs or expenses for the design and building of the set that are over the prescribed budget.
- The Set Technician will construct the set in a manner that is safe and appropriate for children. Additionally, the set shall be constructed in such a manner so as to not cause any damage to the stage upon installation or set up. The set shall also be constructed in accordance with the guidelines set forth by the performance venue.
- At certain times during the construction process, the Director will inspect the set to ensure compliance with plans and safety requirements. The Set Technician will discuss any concerns the Director may have in regard to the set and make appropriate changes as needed and agreed upon by the Director and Set Technician.
- The Set Technician is responsible for moving and installing the set into the performance venue (including arrangements for a rental truck).

- During the week of rehearsals and performances at the performance venue, the Set Technician must be available should issues or concerns with the set arise.
- The Set Technician is responsible for ensuring that all set pieces are removed from the performance venue at the end of the last show. The Set Technician is also responsible for ensuring that within 2 weeks after the last performance and strike of the set, the set pieces are not only returned to the CTOC workshop, but the set and construction area are organized and cleaned.

During the production, the Director's contact for all issues related to the production is CTOC's 1st Vice President (or their Designee). The Set Technician will be compensated in the amount of \$1,000.00 to be paid in three equal installments

EQUAL OPPORTUNITY EMPLOYER

CTOC is an equal opportunity employer. CTOC's policy is to afford equal employment opportunities to qualified individuals without regard to race, color, religion, national origin, ancestry, citizenship, marital status, veteran status, physical or mental disability, sex, sexual orientation or age and to comply with applicable laws and regulations. All employment decisions will be consistent with the principle of equal employment opportunity.