



Job Description

Set Technician

1. **SET TECHNICIANS' RESPONSIBILITIES:** The Set Technicians shall be responsible to CTOC for design of the set for a production. Such responsibilities shall include, but not be limited to, the following activities:

- Participate in a production meeting prior to auditions. The production meeting will be attended by the Director, Assistant Director, Set Technicians, Costume Designer, Prop Master, CTOC's General Manager.
- Coordinate and meet with the Director prior to auditions for each show to discuss the set design.
- Within fifteen (15) days of meeting with the Director, prepare a drawing or illustration of the design concept that must be presented and approved by the Director.
- Notify CTOC's Vice President or General Manager of any costs or expenses for the design and building of the set that are over the prescribed set budget.
- Consult with Director regarding set plans and any issues regarding construction and design that occur during the building process.
- 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.
- At certain times during the construction process, the Director will inspect the set to ensure compliance with plans and safety requirements. The Set Technicians 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 Technicians. If there are issues between the Director and Set Technicians regarding the set design, plan, set, safety, etc., the Director and Set Technicians will immediately contact the General Manager and 1st Vice-President of CTOC, to discuss the issues.
- Set Technician is responsible for moving and installing the set into the performance venue (including arrangements for a rental truck). The set must be moved to the theater venue by 3:00 p.m. on Sunday, of tech week.

- During the week of technical rehearsals and school performances, Set Technician will be available should issues or concerns with the set arise.
- Ensure that all set pieces are removed from the performance venue at the end of the last show. The Set Technician will also ensure that within two (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. If
- a Teen Apprentice Set Tech is identified, Set Technicians will work with the Beyond the Stage CTOC Board Advisor to create tentative schedule & expectations for teen apprentice.

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.