ETON COLLEGE

ROLE PROFILE

Job Title Theatre Designer and Scenic Artist

Reports to Director of Drama (dotted line to the Head of Production)

Job Purpose

The Theatre Designer and Scenic Artist works alongside the team of theatre professionals to provide at least ten theatre productions within the academic year as part of a fully programmed season. The Theatre Designer and Scenic Artist will take full design responsibility for the set design for at least eight of these productions, making and painting the sets and work collaboratively with our Head of Wardrobe/Costume Designer on the costume design.

All members of the department work on all productions. This role is key in effectively delivering the artistic and creative teams' vision to the stage. It entails detailed collaboration with directors, colleagues and students, working on a wide range of plays and styles, in a variety of performance spaces. Our main venues include: The Farrer Theatre (400-seater auditorium), The Caccia Studio (100-seater black box studio space) and The Empty Space (50-seater studio space). The Theatre Designer and Scenic Artist will also lead the crew of student stage managers so must have the ability to lead, develop and enthuse a team of students. to. Meeting deadlines, remaining calm and focused under pressure and having flair and a creative approach to theatre design is essential.

Key Tasks and Responsibilities

- Designing, painting, making and dressing sets for theatre productions in the Main House Theatre, Caccia Studio and other spaces across the school;
- Providing production design advice for all directors;
- Working collaboratively with the Head of Wardrobe/Costume Designer on the costume designs for each production;
- Working with the Director of Drama and Head of Production on the practicalities of construction before finalising a design;
- Identifying any extra support required to construct sets, and working with the Head of Production and Director of Drama to source that support;
- Providing detailed specifications, scaled ground plans, white-card and fully finished models and working drawings as required;
- Sourcing scenic materials, props and furniture for all productions designed;
- Operating within the constructional, budgetary and health and safety constraints of the theatre as set by Director of Drama and/or Head of Production;
- Meeting production deadlines;
- Advising on the design of sets and props for productions in other College venues including but not limited to Independent plays and curricular drama productions;
- Alongside the Head of Wardrobe/Costume Designer, supervising the work of the Scenic Artist (with design responsibilities) on a day-to-day basis, and overseeing their design work on the productions where they act as the lead Designer;
- Working closely and sharing skills with the Scenic Artist (with design responsibilities).
- Leading and co-ordinating the student led stage management of Main House and Studio shows. Motivating and guiding the student crews, alongside the rest of the theatre team;

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- Supervising students working in the Farrer Theatre and Caccia Studio and other College venues used for performance;
- Ensuring that all College health and safety and security procedures are observed;
- Maintaining and encouraging good housekeeping practices throughout the theatres along with the rest of the creative team;
- Assisting with fit-ups and get outs as part of the theatre team;
- Supporting the Head of Theatre Studies in a non-teaching capacity in the delivery of the academic programme;
- In relation to safeguarding:
    - Where required, undertake regulated activity, such as unsupervised contact with students, ensuring that safeguarding procedures are followed and providing safe and effective care at all times;
    - Good understanding and effective implementation of Child Protection procedures;
    - Commitment and promotion of equality, diversity & inclusion;
    - Commitment to safeguarding and promoting the welfare of students, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
    - Understand and comply with procedures and legislation relating to confidentiality.
- In relation to Health & Safety:
    - Maintain the highest levels of health and safety standards, working within agreed health and safety policies and procedures, and acting as a role model for the students in these standards;
    - Keep abreast of current Health and Safety legislation, specifically in relation to Care of Substances hazardous to health (COSHH). Correct procedures and record keeping when working with scenic products & materials is essential.
    - Observe and adopt Manual Handling at Work (MHAW) regulations;
    - Be responsible or the safe disposal of all waste generated in the scenic areas;
- As a member of the Eton Drama team:
    - Attend daily check ins and weekly meetings with the theatre team and harness a creative environment that is supportive and collegiate;
    - Ensure a warm welcome to all collaborators and users of the theatre;
    - Support the smooth running of all projects by sharing information with all colleagues, so that all staff involved have all the information they need to perform their duties effectively;
    - Help student teams focus on specific tasks, help coordinate effort and motivation of all team members, clarifying requirements as and when required;
    - Undertaking any other reasonable task as requested by the Director of Drama/Head of Production to ensure the effective running of the theatre.

Skills and Competencies Required

To be successful in this role, you will need to be able to demonstrate the following:

- A good training qualification in a relevant subject (and/or equivalent professional training);
- Experience of designing and painting sets and props for theatre productions. If you also have experience of prop and furniture sourcing and providing design advice, then this would be particularly advantageous;
- Traditional fine arts skills of sketching, rendering, and painting. Also, ideally be well versed in techniques such as marbling, ragging, and wood graining and texturing, and should have a good understanding of art history, period styles, motifs and architecture;

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- Good IT skills including use of emails, Word and Microsoft Excel as well as good working knowledge and experience of design-related software for example AutoCAD, SketchUp and Vectorworks.
- Detailed knowledge of the requirements of the relevant health and safety legislation and procedures when working with paints is essential;
- Experience of making sets for theatre productions;
- Prior experience of supervising others is desirable;
- Experience of stage management practices is desirable.

In addition to your experience, you may enjoy this role if you possess:

- Excellent verbal communication skills and presentation skills;
- Good written communication skills;
- Strong planning and organisational skills;
- Excellent time management skills with the ability to work well under pressure and to deadlines;
- Creativity and resourcefulness in problem solving;
- The ability to work alongside and motivate students;
- The ability to change ideas into a three –dimensional design;
- A commitment to continued professional development;
- The ability to work collaboratively as part of a team;
- An imaginative, enthusiastic and adaptable approach with high levels of efficiency.

Working Pattern

- This role is predominantly term time plus three days at the start of each term, typically working an average of 48 hours per week. The core working hours will be from 9am to 6:30pm, Monday to Friday, with an hour unpaid for lunch each day. The remaining 5.5 hours each week will be worked during evenings and weekends, or by mutual agreement with the Director of Drama, to complete preparatory work from home. For example:
  - Saturday mornings 09.00-13.00 or 14.00 – 19.00 may be worked if production work is required leading up to and/or during productions;
  - Sunday afternoons and evenings will be required when there are technical and dress rehearsals;
  - There will be approximately 8 x full and 7 x half weekends per year that the post holder will be required to work as determined by the production schedule. These will be made up by the additional 5.5 hours to be worked each week.
- The exact days and hours of the working week will be by mutual agreement with the Director of Drama as the working hours are not fixed and can vary according to the level of the activities in the Theatre and the school programme.
- In addition to the above it is assumed that about 274 hours will be worked in the school holidays or in the evenings in term time. A typical breakdown of when these hours will be worked might be as follows:
  - 4 days @ 8hrs each in the Christmas holidays 32 hrs
  - 3 days @ 8 hrs each in the Easter holidays 24 hrs
  - 4 days @ 8 hrs each in the Summer holidays 32 hrs
  - Production Housekeeping 14 hrs
  - Farrer Theatre & Caccia Studio Get-Outs 28 hrs
  - Production Rehearsals. Mostly evenings. 144 hrs

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- On top of the above working weeks, the post holder is entitled to 5.6 weeks paid holiday. They are required to take their annual leave during non-term periods, excluding the three days before the start of each term. If a bank holiday falls during term time this is considered a normal working day, and you will receive a day's holiday in lieu. The remainder of the school holiday constitutes unpaid holiday.

Disclosure Checks

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as 'regulated activity', whereby the post holder may be required to have contact or be involved in unsupervised activities with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment. All offers of employment are subject to a number of recruitment checks, including by not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.

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