

<b>Job Title</b>	Scenic Artist (With Design Responsibilities)
<b>Reports to</b>	Director of Drama (dotted line to the Head of Production)

**Job Purpose**

The Scenic Artist works alongside the team of theatre professionals to provide at least 10 productions within the academic year as part of a fully programmed season. The Scenic Artist will work particularly closely with the Designer and Scenic Artist on each production to collaboratively realise the designs for the show and the scenic artistry.

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. The ability to lead, develop and enthuse a team of students, to remain calm and focused under pressure, to meet deadlines and have flair and a creative approach to design is essential.

**Key Tasks and Responsibilities****Scenic Art:**

- Using the model box to produce and source paint lists and scenic material orders;
- Producing scenic samples and planning the painting process to fit within the production schedule;
- Identifying potential obstacles within the scenic process and providing solutions;
- Responsible for maintaining an inventory of scenic materials;
- Maintaining scenic tools and associated equipment.
- Assist with fulfilling all relevant Health and Safety requirements, including COSHH documentation relevant to the materials used;
- To adapt, make and fix props throughout the production process;
- Working with the Head of Wardrobe to assist with practical costume props such as mask and headwear making;

**Assisting the Designer:**

- With designing, painting, making and dressing sets for productions in the Main House Theatre, Caccia Studio and other spaces across the school;
- By 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;
- With supervising students working in the Farrer Theatre and Caccia Studio and other College venues used for performance;
- By motivating, guiding and working with students on painting techniques and the stage management of shows;
- With production design advice for directors.
- Re-sizing, proof reading and printing large scale production posters for front of house;
- Maintaining and encouraging good housekeeping practices throughout the theatres along with the rest of the creative team;

Last updated: April 2026

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

- 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;
- Taking the role of lead Designer on several productions, under the guidance of a more experienced Designer and Scenic Artist. During these productions, key tasks and responsibilities will include:
- 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 build a set and working with the Head of Production and Director of Drama to source that support;
- Operating within the constructional, budgetary and health and safety constraints of the theatre as set by Director of Drama and/or Head of Production;
- Providing detailed specifications, scaled ground plans, white card and final models and working drawings as required;
- Sourcing materials, props and furniture and maintaining organised props storage;
- Meeting production deadlines;
- Offering production design advice for Directors.

In relation to safeguarding, all employees of Eton College are also expected to:

- Develop a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity';
- Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required, complying with all safeguarding procedures and ensuring any safeguarding updates issued by the College are read and understood;
- Understand and comply with procedures and legislation relating to confidentiality;
- Display a commitment to and promotion of equality, diversity and inclusion.

In relation to Health & Safety:

- Maintain the highest levels of health and safety standards, and act as a role model for the students in matters of safety;
- Keep abreast of current Health and Safety legislation;
- Along with the Designer create and update COSHH records relevant to scenic products.
- Take responsibility for the safe disposal of all waste generated by 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;
- Undertake any other reasonable task as requested by the Director of Drama/Head of Production to ensure the effective running of the theatre.

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### 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);
- Ability to follow the brief set by the Designer and Scenic Artist;
- Be well versed in scenic art techniques such as priming, colour matching, marbling, ragging, wood graining, concrete and metal effects, large scale floor painting, texturing, and working with vac-form and should have a good understanding of art history, period styles, motifs and architecture;
- Experience of designing and painting sets and props. If you also have experience of prop and furniture sourcing and providing design advice then this would be particularly advantageous;
- Knowledge using prop making materials such as Jesmonite, Idendem, plaster, polystyrene and a variety of adhesives;
- Creativity and resourcefulness in problem solving;
- Must be comfortable working at height for extended periods of time;
- A working knowledge and experience of design-related software is desirable, such as Vectorworks, Auto-Cad or Sketchup and Photoshop;
- Experience in creating props lists, props tables, pre-set lists and other stage management skills;
- Experience of making sets;
- Good IT skills – Word, Excel, etc

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

- A desire to gain more experience in the profession;
- 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;
- The ability to work alongside and motivate students;
- The ability to change ideas into a three –dimensional design;
- An understanding of Stage Management processes and requirements for production;
- A commitment to continued professional development;
- The ability to work collaboratively as part of a team;
- The ability to work evenings and weekends as required according to the level of activities in Theatres and the School programme;
- 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;

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- 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*
- 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 but 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.