

Central Alberta Theatre

Position Description

Set Painting Head

The Set Painting Head's Role

The set painting head for CAT's Studio Theatre productions will be in charge of ensuring the set is painted as per the set design and after the set has been constructed. Often this position will be in charge of recruiting a painting crew, with help from the Production Manager if needed.

Set painting for CAT Studio Theatre productions can cover virtually the entire scope of painting techniques - landscape painting, figurative painting, faux finishing, etc. There are more notes on the painting process itself at the end of this document.

Reporting

The set painting head takes direction from the set designer of each production and from the construction head, the Production Manager or Vice President – Productions as appropriate and as detailed in this document. The Vice President – Facilities or the Technical Manager & Operations staff member may give direction regarding the use of the workshop (booking, tool usage, safety, etc.).

Etiquette

Theatre volunteers commit to behavioral etiquette throughout their time with the production in order to show respect to the Stage Manager, the Production Manager, the play, the actors, the audience, and CAT:

Overall

- I shall look upon the production as a collective effort demanding my utmost cooperation. Hence, I will forgo the gratification of ego for the demands of the play
- I will **always** treat everyone who is a part of the production with respect and dignity (i.e. the actors, Stage Manager, Director, Production Manager, Vice President – Productions, designers, technicians, etc.)

- I will not mistreat, direct or put unnecessary strain on my fellow volunteers because it can lead to miscommunication, hurt feelings, tension, broken trust and anxiety. I do not want this to happen
- I will not arrive for volunteering under the influence of any drugs or substances for this will automatically remove me from the production

During Tech Week

- I shall accept the Stage Manager's, the Production Manager's and the Vice President – Production's direction in the spirit in which it is given for they see the production as a whole and my role as a portion thereof. The Production Manager and the Vice President - Productions have the authority to direct minor set design changes/alterations if there are safety issues.
- I will respect crew members/actors that are focusing on the needs of the production (i.e. avoid interrupting actors if they are rehearsing lines, stay out of the way of working crew members that are setting up furniture and/or props, etc.)

Duties

On-going

- Become familiar with the written board-approved policies and procedures as they relate to CAT productions and follow them
- Share the vision and mission of CAT

Pre-Production

- Find out from the Production Manager the move-in and tech week dates of the play
- Attend the first production meeting, scheduled by the Production Manager in conjunction with the director and the stage manager, at which the director will share their artistic concept with the production team: the Stage Manager, the Lighting Designer, the Sound Designer, the Set Designer, the Set Decorator, the construction head, the painting head, head of costumes, head of props. This meeting will take place before or immediately after the auditions for each play

- Meet with the set designer to review the set design, including the list of materials needed, in line with the budget prepared by the Production Manager
- Coordinate in-stock CAT materials in the paint room applicable for painting the set. This can be done with either the Vice President – Facilities or the Technical Manager & Operations staff
- Procure the necessary material based on set design and budget, and before starting the painting itself. CAT has charge accounts with paint suppliers for this purpose. Unexpected costs need to be communicated to the Production Manager before purchases
- Recruit a painting crew (in conjunction with the Production Manager if needed)
- Develop a painting schedule based on the construction schedule and crew availability, and book times needed in the workshop with the Technical Manager & Operations (upcoming CAT productions will always take precedence, in their season order)
- Meet with painting crew to go over set design, safety issues, security and workshop etiquette, including working alone policy and procedures (see below)
- Coordinate and assist with painting of set in the workshop
- Keep Production Manager informed of any unexpected issues that will affect readiness, quality, functionality, etc.
- Take direction from Production Manager if there are safety issues that mean the set design (and possibly set painting) must be altered or redone during its construction
- At the start of tech week, the set will be assembled at the venue. The set painting head or a member of the crew might be needed to help with finishing touches. Load-in of the set, the lights, the sound equipment, the main set decoration pieces and the putting up of the set, lights and sound

equipment will be the priority as soon as the production given access to the performance space as booked. The Production Manager and the Vice President – Productions is authorized to request minor changes to the set design (and therefore possibly some touch up set painting) if there are safety issues that become apparent at the venue.

During Production

- Immediately after set is up at the venue, return the painting room to its original state. This includes a thorough cleaning, returning any tools, informing Vice President – Facilities or the Operations & Technical Manager any missing or broken tools or materials, etc.
- Make repairs to the set painting during the run of the production if requested by the construction head, the Production Manager, Stage Manager or Vice President - Productions

Post Production

- Advise Vice President – Facilities or Technical Manager & Operations staff of depleted supplies, missing or broken tools, etc.
- Participate in post-production evaluation process, set up by the VP of Productions as soon as possible after the show closes, for all production heads to contribute information/feedback on what production elements went well and what improvements could be made
- After analysis of the post-production data gathered, the routine of subsequent shows will be adjusted if necessary by the Production Manager to incorporate any changes needed to optimize the volunteer experience and the presentation of CAT Nickle Studio shows.

Important Notes on the Painting Process

- **Oil paint is not used to paint flats.** This is because the only way flats painted with oil paint can be repainted with acrylic paint is if they are

painted with a primer first, which doubles the painting time and work. Acrylic paint is the first choice

- **Felt pens can't be used to colour flats** as they bleed through even with primer
- Whenever possible, the paint that is in the paint room should be used first before buying new colours. Set painters may have to mix colours to get the shade desired by the set designer (or close to it).
- Masking tape is used to cover the seams (1 to 1.5 inch size) rather than the green painting tape. This is for two reasons: the green colour of the tape is often hard to cover with paint, and green tape has a tendency to lose its adhesion from the heat of the stage lights

Working Alone

Everyone at CAT will strive to ensure that a volunteer doesn't work alone. If a volunteer must work alone they will take appropriate steps to ensure assistance is available if needed.

When performing a potentially hazardous task

Volunteers will ensure that when performing a potentially hazardous task (climbing a ladder, using any of the shop equipment, etc.) another staff or a volunteer is present. If it's not possible to have someone else present, the staff member will notify another staff member or volunteer in the facility when they begin the task, they will have a cellphone on their person during the commission of the task, and they will check in with the other staff member or volunteer when they've completed the task.

