

## **SET CONSTRUCTION**

### **Chair Duties:**

- The set chair must be able to operate power tools proficiently and have a general knowledge of set construction techniques such as flat and platform construction
- Organize, clean, and maintain the scene shop
- Work with the set designer to ensure that the execution of the build is according to the scale drawing
- Attend and facilitate all set crews/construction and all strikes
  - Assign tasks to different people or groups
  - Teach construction techniques as needed
  - Frequently check in with all task forces
  - Ensure that the shop is clean after crew/strike
  - Ensure that all materials and tools are properly stored after crew/strike
- Ensure the integrity of all tools and construction materials through proper storage
- Make repairs throughout production runs as needed
- Ensure that necessary furniture is obtained from the phys plant
- Attend all production meetings
- Review rehearsal/performance reports

### **Assistant Duties:**

- The set chair must have a working knowledge of power tools and of general set construction
- Attend and help to facilitate all set crews/construction and all strikes
- Help to organize, clean, and maintain the scene shop
- Assist in making repairs throughout the production runs as instructed by the chair
- Help to obtain necessary furniture from the phys plant
- Attend all production meetings either in place of or in addition to the chair as instructed