RESPONSIBLE TO Director

ROLE

1. To creatively embellish the set with furniture, furnishings and accoutrements so that the overall appearance is in keeping with the director's interpretation of the mood of the play.
2. To ensure that all furniture, furnishings are safe for cast and fit the purpose for 20 performances including dress rehearsals.

DUTIES

1. Attend the production meeting, convened by the Production Services Manager, in order to confirm the director's requirements in respect of decor, to establish liaison with the set, lighting and costume designers and to be advised of budgetary constraints.
2. Consult with director/set designer when selecting specific decor items and with the Production Co-ordinator for spending authority.
3. Procure the decor items needed, by borrowing, hiring or construction in consultation with the Production Co-ordinator. NB: There are inventories for curtains, manchester and props available.
4. Ensure that the decor for the set is complete no later than the date of the technical rehearsal.
5. Attend “Pack Out” the Sunday morning after the production closes to remove and return any décor items
6. Accept responsibility for returning any borrowed items.
7. Comply with current Health & Safety Policies and Procedures