

DUNSTABLE REP THEATRE CLUB

SET BUILD MANAGER - JOB DESCRIPTION

- Liaise with the play director to agree a set design
- Liaise and work with the premise manager, especially with health and safety checks
- Form a team to build the set
- Organise materials for the set build
- Organise the workshop so that tools can be found
- Keep the workshop tidy and clean
- Ensure the timber shed is tidy
- Ensure the plastics shed is tidy
- Liaise with the technical manager
- Give training to inexperienced set builders
- Manage the set build budget
- Clear the workshop ready for the run of a play, ensuring access and emergency exits are clear
- Regularly inspect tools and ladders
- Maintain a secure and safe building during set builds
- Ensure the stage is safe after each set build session to allow actors to rehearse on the stage