



NYU-TSOA-UG DRAMA – Production & Design Studio

GUIDELINES FOR ASSISTANT SCENIC DESIGNER



Time Commitment

When you agree to become an assistant designer for an Undergraduate Drama StageWorks Production you will be expected to work an average of ten to twenty hours per week during the design and construction periods. During the Tech/Dress period your time commitment may be higher. You will be expected to attend the weekly Production Meetings.

Duties

It is important that you read the play prior to beginning the duties listed below. Likewise it is VERY important that you communicate your goals and expectations for growth with your designer.

Design Period

During the design period you can expect to help with the following:

- Research
- Attend rehearsals with designer
- Purchase and collect materials
- Draft
- Build models
- Paint
- SketchProp Designs

Construction Period

During the construction period you can expect to help with the following:

- Check in with the shop every day (phone or drop by) to see what designer needs for the next day
- Phone work--hunt down sources, suppliers, vendors
- Construct items or special projects
- Assist in the prop department
- Assist the scenic artist

Tech/Dress Period

During the tech/dress period you can expect to help with the following:

- Attend technical and dress rehearsals with designer
- Attend rehearsal in the absence of designer
- Take notes
- Assist note calls (and if needed, painting)

Post-Show:

After closing you can expect to help with the following:

- Assist with strike – sort speciality items obtained for the production
- Assist with returns to rental house(s)

Please keep in mind, every show and designer is different. How you accomplish duties will vary as well as your responsibilities.