

**THE ST. PAUL'S SCHOOLS
POSITION DESCRIPTION**

TITLE: Set Designer and Set Builder

DIVISION/DEPARTMENT: Arts

REPORTS TO: Dean of the Arts

CLASSIFICATION: Part time, 10 months with evening and/or weekend work necessary around performance schedule and calendar.

The St. Paul's Schools are a family of independent, college-preparatory schools serving more than 1,300 students—infants through grade 12—on a single 120-acre campus in Brooklandville, Maryland. We are coeducational in the Preschool and Lower School divisions with single-gender Middle and Upper Schools. The St. Paul's Schools educate hearts and minds in an inclusive community that is grounded in the Episcopal values of respect, integrity, and spiritual growth. We deepen students' knowledge and nurture their intellectual curiosity so that they can achieve their best and serve in the world with confidence and compassion.

Position Summary

The St. Paul's Schools are searching for a Set Designer/Builder to design and construct sets and secure/build props for multiple extra-curricular productions, including our fall Upper School Musical, Winter Productions, Dance performances, Spring Theatre productions, and other events. A significant portion of their duties will involve leading the groups of students who will assist in construction and design during each production. The primary responsibility of this position is to oversee all aspects of set and props design and construction/ procurement, and to cultivate relationships and trades with theater companies for all Ward Center Theatre Productions for the 2019-2020 school year.

Reporting to the Dean of the Arts and collaborating closely with our Lighting and Sound Designer, the successful candidate will create and design innovative, exciting, detailed, and well-constructed sets, highlighting safety at all times in design, and will strive to realize each director's vision for a production. They will teach students these skills as a component of leading the stage crews and provide relevant models to the director of designs early in the rehearsal process for each production.

Position requirements

The successful candidate will be a highly collaborative colleague, as well as a creative and passionate teacher with a strong theatre background. They will be expected to be present at all rehearsals (including tech week) as well numerous hours after school and on weekends in order to supervise our student stage crew.

Specifics regarding this component of the current position include:

1. Set design and construction/ technical direction for all Ward Center productions, including the Upper School Musical, Upper School Winter Play, Middle School Musical or Play, Dance Concerts, IB Theater Production, TDC Concert (The Dance Conservatory)

2. Recruiting, leading, and supervising student stage crews and overseeing build days for the productions

The candidate should be superbly organized and possess a strong “eye” for design, architecture, and extensive knowledge of period-specific aesthetics. The person should be widely available after-hours to complete the work that is required on our extra-curricular productions, including Theatre, Dance and other productions in our Ward Center Theater. In addition, they will be expected to cultivate relationships with theater companies and other schools regarding the exchange of costumes and set pieces.

Preferred Candidates will have extensive demonstrated knowledge of:

1. Set Design and Construction
2. Set painting
3. Best practices in theater and shop safety protocols
4. Period-Specific Aesthetics
5. Maintaining a safe, clean, and orderly shop area
6. Being an active presence on campus in order to cultivate interest in the extra-curricular portion of the Technical Theatre program.

Candidates with a Degree in Technical Theatre, Theatre Education, or a related field are preferred.

Believing that every child is a child of God and that trust, understanding, and mutual respect lie at the heart of our community. The St. Paul’s Schools are committed to creating a supportive learning environment where all individuals are valued for their unique contributions and are able to achieve their highest potential. We strongly believe that a diverse and inclusive environment is the best learning environment for our students and prepares them to live, work, and thrive in an increasingly global and multicultural community. We reject all prejudice, particularly those based on race, national and ethnic origin, religion, socioeconomic status, gender identity, sexual orientation, and physical characteristics.

This is a part time position and eligible for select benefits. During the interview process, we will review which benefits this position is applicable for during employment.

Interested candidates can send their cover letter, resume and list of references to Shannon Duckett, Human Resources Director, at sduckett@spsfg.org. This position, and all positions at The St. Paul’s Schools, requires the successful completion of a background check which include verification of employment history and criminal background (with specific attention to any crimes related to children, and convictions for any crimes). The St. Paul’s Schools is an equal opportunity employer.