

SET DÉCOR/DRESSER

Décor includes all set dressing items and processed that assist in determining the setting, mood and period established by the Set Designer. These may include furniture, drapes, cushions, plants, pictures, books, sculptures, etc.

The Set Décor head is responsible to the Director and must work closely with the Set Designer to ensure the total artistic vision is achieved.

Responsibilities include: the collection, preparation and/or manufacture of all items (other than hand props). Note: a hand prop is any item that an actor carries on stage or picks up or handles. There is sometimes overlap between décor items and hand props so collaboration and common sense needs to prevail when deciding who will be responsible for what.

- Read the script thoroughly and research the appropriate period – confirm with the Director.
- Meet with the Director and Set Designer and make a list of all items required (compare with Properties person to avoid duplication and missed items)
- Confirm your budget. If the budget is inadequate consult with the Producer before exceeding it. Check theatre stock before purchasing any items.
- Attend Production Meetings as required.
- Start locating items early and make arrangements for their loan, rental or purchase, and keep a detailed list of everything.
- Touch base regularly with the Director. Be prepared to replace or alter any item or décor that is not considered suitable. Directors may change their minds as things evolve.

PERFORMANCE:

When the show opens your work is considered complete until strike. However, if any items are damaged during the run, it is your responsibility to see that they are repaired or replaced. Check with the Stage Manager daily.

STRIKE:

Arrange for the return of all borrowed items. Store all theatre owned items.