

MVNU Student Employment Job Description

JOB TITLE: Set Construction Manager

DEPARTMENT: Campus Life

REPORTS TO: Sydney Moon, Theatre Coordinator

REQUIREMENTS:

- **Recommended Education/Training:** Currently enrolled at MVNU.
- **Experience/Background/Knowledge:** Experience in construction and woodworking. Must be able to be trusted with power tools without supervision. Experience in performing arts and set building preferred.
- **Skills:** Must have strong time management, organization, and problem-solving skills. Dependability in following schedules and procedures. Ability to be flexible, creative, and collaborative.
- **Attire on the Job:** University Dress Standard as listed in the Student Handbook
- **Expectations:** Provide a professional, organized, and efficient set building environment. Exhibit a Christ-like attitude in all assigned duties.
- **Special Requirements:** Reliable transportation to and from the Chapel.

DUTIES (include but not limited to):

- Serves as the theatre club's set designer and lead construction manager.
- Works closely with directorial staff on set design and prop creation.
- Works closely with technical director to communicate plans for set design and how that interacts with lighting and other tech needs.
- Creates lists of needed materials for set building.
- Organizes and maintains a clean, safe space.
- Must ensure all tools and paint supplies are properly cared for, cleaned, and organized.
- Helps recruit, assign, and manage set painters and assistant set builders.
- Attends rehearsals as requested by the director.
- Must have main set structure built at least 3 weeks before opening night.
- Must make sure set painting is done at least 1 week before opening night.
- Other duties as assigned.

NORMAL WORKING HOURS and DAYS: Hours for this position will vary based on assigned tasks and set needs. Most of the work can be done at any time, pending availability of our set-building space.