



Job Title: Set Design and Construction Manager

Reports to: Maize Recreation Program Director / Musical Director

Position Summary:

The Set Design and Construction Manager is responsible for creating visual concepts, selecting materials, and overseeing the construction of sets for the production. Reporting to the Maize Recreation Program Director and Musical Director, the role requires close collaboration with the production team, volunteers, and staff to ensure the set is successfully built and aligns with the overall production vision.

Minimum Qualifications:

- **Legal Work Status:** Must provide proof of U.S. citizenship or legal right to work in the United States.
 - **Age:** Must be 18 years or older.
 - **Identification:** Must possess a valid driver's license or government-issued ID.
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Education:

- High school diploma or equivalent required.
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Duties and Responsibilities:

- **Collaboration:** Report directly to the Director, Justin Ralph, and communicate any conflicts or concerns effectively.
- **Work Schedule:** Expected to work during scheduled rehearsal hours and some weekends as required, adhering to a predetermined schedule.
- **Set Design and Construction:** Contribute to the development of visual concepts for the set, select appropriate materials, and lead the construction process.

- **Design Communication:** Clearly communicate design ideas through sketches, examples, and other visual aids.
 - **Material Procurement:** Develop and communicate material lists, purchase necessary supplies, and track expenses.
 - **Budget Awareness:** Consider the production's creative needs and available budget when making design and construction decisions.
 - **Creative Problem-Solving:** Use knowledge and experience to resolve design and construction challenges and adapt as needed.
 - **Tool Operation and Safety:** Safely operate hand and power tools, following proper safety procedures.
 - **Teamwork:** Collaborate with Directors, staff, volunteers, and participants to ensure successful set construction.
 - **Professionalism:** Foster a professional and positive environment throughout the set construction process.
 - **Conflict Resolution:** Effectively address conflicts with patrons, staff, volunteers, and youth in a respectful manner.
 - **Budget Adherence:** Ensure all construction activities remain within the designated budget.
 - **Punctuality:** Ensure construction and rehearsals begin and end on time.
 - **Other Duties:** Perform other tasks as assigned by the Director.
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Certifications:

- CPR and First Aid certification is encouraged but not required.

Pay Scale:

Pay per hour depending on experience and knowledge.

Please submit your resume to Jaima Nicholson jnicholson@maizerec.com. This position is open until filled.