

**DEPARTMENT OF THEATRE & DRAMA**

**University of Wisconsin - Madison  
Job Description**

**Scene Construction Teaching Assistant**

8/27/07

**Duties**

- Teach T&D 161, Labs 3, 4 or 5 (Scenery Construction).
- Maintain attendance and daily grade report records. Submit these to the Scene Studio Supervisor at end of semester.
- Assist the Supervisor identify problematic and/or non-functional equipment and troubleshoot problems when possible
- Advise Studio Supervisor regarding purchasing needs for your areas of responsibility. You may be assigned to do this purchasing.
- Report safety concerns and hazards to the Studio Supervisor and assist in their resolution.  
Assist prop masters in the construction of items of a difficult nature.
- Maintain semi-annual inventories of all stock units including, but not limited to: platforms, step units, flats, doors, and windows.
- Maintain the proper and orderly condition of the all hallways and storage areas associated with both theatres, the Scene Studio and its storage areas
- Assist the Resident TD in assigning Master Carpenters for UT shows.
- Attend all TA Work Calls on the call list issued each semester.

**Skills Required:**

- A thorough knowledge of stagecraft
- A basic knowledge of stage rigging
- A basic knowledge of the Scene Studio operation and related course work

**Amount of Time Required:**

Approximate total hours of employment per semester are 240. In general, the following breakdown applies:

- TA Calls (Strikes, Load-ins, Pre-Load-ins, etc.) ..... 110 hours
- Preparation/Meetings ..... 18 hours
- Backstage Lab teaching duties..... 104 hours
- Training..... 8 hours
  - Semester training ..... 3 hours
  - L&S training ..... 3 hours
  - Additional training during semester 2 hours

Note that your TA Call Sheet has been prepared to comply with your 240 hour limit.

**Supervision:**

- **Immediate Supervisor:** Scene Studio Supervisor
- **Other Supervisors:** Faculty Technical Director; Backstage Lab Instructor of Record

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I have read and understand this job description (sign above)

\_\_\_\_\_  
Date