

DEPARTMENT OF THEATRE & DRAMA

**University of Wisconsin - Madison
Job Description**

Scene Painting Teaching Assistant

8/27/07

Duties:

- Serve as instructor of T&D 161, Lab 7 (Scene Painting), T-R, 2-6 PM. Meets with T&D 160
- Maintain attendance and daily grade report records. Submit these to the Scene Studio Supervisor at end of semester.
- Assist UT Staff to secure scenic artists for University Theatre productions.
- Serve as Scenic Artist on one major University Theatre production each semester.
- Flameproof all flammable scenery.
- Supervise and coordinate the finishing and detail of all set and prop pieces.
- Assist the Shop Supervisor in the following related tasks:
- Maintaining the Paint Room, paint frame and equipment devoted to paint activities in a safe, orderly and functional fashion.
- Maintaining inventory levels and reporting to the Shop Supervisor when supplies should be replenished, providing complete ordering information.
- Maintaining paint inventory and goods charged to shows. Items charged to shows should be marked down immediately upon opening. Present a filled-out Paint Charges form to the Scene Studio Supervisor when each shows opens
- Maintaining the flammable paint cabinet and solvent disposal system.
- Attend all TA calls as outlined in the TA call list issued each semester.

Skills Required-

- A through knowledge of set design, as well as scenic painting and sculptural techniques
- A basic knowledge of stagecraft
- 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.)	102 hours
o Lab hours and preparation	125 hours
o Meetings	5 hours
Training.....	8 hours
o Semester training	3 hours
o L&S training	3 hours
o Additional training during semester	2 hours

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

Supervision:

- **Immediate Supervisor:** Scene Studio Supervisor
- **Other Supervisors:** Faculty Technical Director; UT Production Manager

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

Date