

DEPARTMENT OF THEATRE & DRAMA

**University of Wisconsin - Madison
Job Description**

Scenic Painting and Crafts Teaching Assistant

8/27/07

Duties:

- Assist in the teaching of T&D 361 and 561 labs in the scene studio, W & F, 2-6 PM. Class meets with T&D 160.
- Maintain attendance and daily grade report records. Submit these to the Scene Studio Supervisor at end of semester.
- Supervise and/or construct all soft goods required in UT productions. Consult UT TD about special requirements
- Assist the Paint TA in painting and paint crew supervision
- Assist the Props TA in construction and finish crew supervision
- Maintain the soft goods cage and all goods stored there. Maintain semi-annual inventories of all stock soft goods and materials.
- Advise Studio Supervisor regarding purchasing needs for your areas of responsibility. You may be assigned to do this purchasing.
- Serve as Scenic Artist or Assistant Scenic Arts for at least one UT production each semester.
- Attend all TA calls as outlined in the TA call list issued each semester.

Skills Required

- A strong knowledge of stagecraft and sewing techniques
- A strong knowledge of design and scenic painting techniques
- A basic knowledge of the Scene Studio operation and related course work

Amount of Time Required:

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

- TA Calls (Strikes, Load-ins, Pre-Load-ins, etc.)102 hours
- Lab hours and preparation 125 hours
- Meetings.....5 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 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