

**Set Design & Build Lead** Role Responsibilities

The Set Design & Build Lead conceives the overall look of the set, translating the director's vision and script requirements into sketches, models, and technical drawings, and then oversees the process of bringing the set to life. The Set Design & Build lead assigns projects to the construction team, ensuring the set is built safely and securely, following specifications and using appropriate materials, tools and techniques.

KEY RESPONSIBILITIES

* **Conceptualization:**

Collaborates with the director and Artistic Lead to develop the overall look and feel of the set.

* **Design:**

Creates sketches, models, and detailed technical drawings for the set's components.

* **Collaboration:**

Works closely with the director, stage manager, artistic design lead and other production leads to ensure a cohesive production. Communicate regularly with the Assistant Stage Manager to ensure workload projects and calendar time information is shared with the crew members as needed.

* **Practicality:**

Balances artistic vision with budget, time, and the performance venue's capabilities. Completes set build in a timely manner by confirming timeline requirements via production lead meetings and published rehearsal schedule.

* **Oversight:**

Guides the construction process, ensuring the final set is functional, safe, and meets the design's artistic intent. Ensures routine practice of care and respect in the church space and campus spaces, including set-up, tear down and clean-up of work areas.

SUMMARY OF ESSENTIAL SKILLS AND RESPONSIBILITIES

The Set Design & Build Lead manages the carpenters and other craftspeople who build the set. This production lead practices supportive, respectful leadership skills while encouraging productivity, team work and quality craftsmanship. Good organizational skills and expertise in materials, building techniques, and safe & proper use of tools are skills that make the Set Design & Build Lead uniquely qualified. Safety and quality are front of mind as the Set Design & Build Lead ensures that the set is sturdy, safe, and built to a high standard, meeting both aesthetic and functional requirements.  Sept 2025