

SCENIC DESIGNER

NAME:

PRODUCTION:



1) Applicable Dates

The parties hereby acknowledge that the timeline for the production is as follows:

Meet & Greet	DATE
Scenic Preliminary Designs	DATE
Budget Meeting	DATE
Scenic Final Designs	DATE
First Rehearsal	DATE
Load-In	DATE
Tech	DATE
Opening	DATE
Closing	DATE
Strike	DATE

2) Services/Duties

- a) In collaboration with the Director and other design colleagues, develop and implement a design concept and visual style for the production.
 - i) Meet regularly with the director and creative team as the project requires.
 - 1) Maintain notes or informal "minutes" of such meetings.
 - ii) Read script and research historical periods, artistic and architectural styles, and/or other visual approaches as required by the script or from conversations with the director.
 - iii) Prepare sketches, ground plan, scale model, and/or other tangible examples to illustrate the developing ideas.
 - iv) Consult regularly (in accordance with the attached schedule) with the faculty design advisor concerning the progress of this development.
 - v) Consult with the production technical director when unusual technical demands are involved. Examples of such demands include untried or difficult technologies, new or unconventional materials, or large quantities of scenery or props.
- b) Effectively involve assistant designers in the process.
 - i) Explain the ideas involved in the design and the choices made.
 - ii) Delegate relevant research and documentation tasks as appropriate.
- c) In accordance with the attached schedule, prepare preliminary design documents that will be used to determine feasibility of the design.
 - i) Prelim design documents typically include:
 - 1) Research that can illustrate the overall aesthetic of the design;
 - 2) Sketches
 - 3) Rough ground plan, rough section, rough elevations
 - 4) Overall material, treatment and/or color information
 - 5) Rough white scale model.
 - ii) Ensure that the director and design advisor see and approve all preliminary design documents.
 - iii) Communicate to the technical director all known physical details of the design.
- d) Collaborate with the technical director to resolve any structural or budgetary challenges that become apparent.
- e) Prepare final design documents which typically include:
 - i) Drawings
 - 1) Ground plan.

- 2) Section.
- 3) Deck plan.
- 4) Front elevations.
- 5) Additional detail views as required to describe the design.
- ii) Other documents
 - 1) Research or links of specialized furniture, set, props, and set dressings.
 - 2) Painter's elevations or color, texture or treatment samples as appropriate.
 - 3) White or color model in 1/4" or 3/8" scale.
- iii) Ensure that the director, design advisor, technical director, scenic paint charge, and props lead see and approve all significant design documents.
- iv) Ensure that the lighting designer, costume designer, and stage management are aware of all design documents. Provide them with copies of all relevant information.
- f) Strive to meet all deadlines for preliminary and final design documentations.
 - i) This is essential to providing a positive educational experience for other designers and production staff.
 - ii) Communicate early and often with the design advisor and technical director if it appears that some deadlines may be missed.
 - iii) Failure to adequately meet these deadlines may result in the removal of the designer from the project and/or restrictions on future design assignments.
- g) Present the final designs at the first rehearsal, being sure to include the following
 - i) Visual Research (digital or printed)
 - ii) Sketches (digital or printed)
 - iii) Printed Final Drawings in 1/2" scale: Ground plan, Section, Deck plan (raised floor, platforms, steps, traps), Elevations of all scenic elements, masking (legs/borders), lineset distribution, cyc/scrim.
 - iv) White or Color Model in 1/4" or 3/8" scale. e. Preliminary color information: color palette, textures (cement, plaster, stucco, bricks, grass, wallpaper, etc), and specific treatments.
- h) Shop for and/or approve all visual specialty purchases required for the scenery and props. For example: curtain and upholstery fabrics, furniture, etc.
- i) In accordance with the attached schedule, remain in close and regular contact with members of the production team who are executing the design, including the technical director, props lead, and charge scenic artist.
- j) Provide timely answers to requests for information/clarification.
 - i) Consult with the director when adjustments or changes are made to the design and notify all affected parties. Participate when appropriate in the painting and finishing of scenery and props, and set dressing.
- k) Maintain regular communication with the director and SM team throughout the rehearsal process. Check-ins and/or attendance to rehearsals is highly encouraged to ensure that the design will work with the developing performance.
- l) Respond to rehearsal report notes within 24 hours. Some questions under SCENERY might be answered by the Technical Director or Props Lead. Please consult with them.

This contract serves as a guideline of your role in this production. It has been created to lay out certain expectations of your position and not created as a training manual for your role. There are many components to your position that are beyond the scope of this contract and those elements are found in your classwork & training. Please speak to your advisor regarding any and all of those responsibilities.

Learning Expectations:

- Overall interpersonal and communication skills.
- Ability to work as a member of a collaborative design team(Directors/Designers/Playwrights)
- Ability to work and communicate with production staff creating/maintaining your design.
- Ability to effectively work with your assistants to build your show.
- Ability to communicate through design paperwork that is used by your team and the shop.
- Good time management skills.

- Ability to remain calm in high-stress situations and be a leader to many.

Collaboration Standards and Expectations

At Emerson Stage, the production process is rooted not only in artistic excellence but also in ethical, professional, and educational collaboration. This contract affirms that the Designer's work will align with the Standards for Theatre Collaborations in Educational Institutions, a framework based on the Chicago Theatre Standards and adapted for our educational community.

The Designer agrees to:

- Foster a respectful, inclusive environment that supports all members of the production team, including fellow designers, directors, stage managers, and performers.
- Maintain transparency and open communication, including proactively seeking and offering constructive feedback throughout the production process.
- Uphold educational principles, supporting both their own learning and the growth of their collaborators through collaboration, professionalism, and mentorship.
- Respect roles and responsibilities, recognizing that collaboration involves both artistic ownership and shared accountability.
- Participate in feedback and reflection, contributing to a culture of continuous learning by engaging in structured post-production evaluations.

Key expectations include:

- Communicating changes, challenges, and concerns promptly and professionally.
- Supporting consent-based collaboration by involving relevant team members in all significant creative decisions.
- Advocating for solutions when conflict arises, utilizing established institutional support systems when necessary
- Prioritizing safety, equity, and academic balance during all stages of the production process.

These standards are intended to foster a working environment that prepares Designers for the professional world while protecting the educational mission of Emerson College. By signing this agreement, the Designer affirms their commitment to upholding these standards as a core part of their design practice during this production.

3) Billing & Bio

Producer shall afford Designer billing credit in any/all advertisements and public materials under Producer's control when any other designer of the project is billed.

Your contract with Emerson Stage will not be complete until your program bio has been submitted electronically to the Company Manager. Failure to submit your bio will result in its exclusion from the program.

4) Budgets

The EmStage staff is responsible for maintaining budgets. The Designer agrees to work in collaboration with the Production Manager and Technical Director to ensure the best use of resources

5) Intellectual Property

The right and title to the Designs created hereunder and all pertinent paperwork, whether generated by the Designer or another, shall at all times remain the sole and exclusive property of the Designer. Designer warrants and represents that, to the best of their knowledge, their design is wholly original and has not been copied from any other designer's work.

General Release for use of name, likeness, image, voice, performance, and/or biographical information.

Note: THIS IS A RELEASE OF LEGAL RIGHTS — READ AND UNDERSTAND BEFORE SIGNING

6) General Release

In consideration for the opportunity to have my work or other promotion material distributed by or through Emerson College ("Emerson"), I hereby authorize Emerson or those it designates, to record and publish my name, likeness, image, voice, performance, and/or biographical information on film, videotape, audiotape, electronic media or otherwise ("Recordings") for use, in whole or in part, in perpetuity worldwide by Emerson and those designates for educational, scholarly, promotional, job placement, or other purposes, in any format or media now know or later created.

I consent to the use of my name, likeness, image, voice, and biographical material in connection with the Recordings.

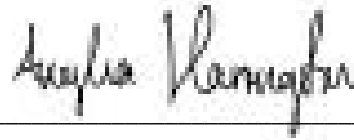
I grant and assign to Emerson all right, title, and interest in and to the Recordings, including without limitation, copyright.

I confirm that:

- a) I have the right to enter this agreement
- b) My performance and the rights granted in this agreement will not conflict with or violate any commitment I have with any other person or entity
- c) Emerson has no financial obligation to me for the Recordings or this agreement
- d) I am solely responsible for the content and accuracy of any and all Recordings and material supplied under this agreement. Accordingly, I confirm that none of the Recordings and material supplied under this agreement infringes on any copyright, trademark, right of privacy, or any other right of any other person or entity, and that nothing contained in the material supplied under this agreement is in any way false, libelous, obscene or otherwise contrary to law.
- e) I am aware that the Recordings and other related material supplied under this agreement may be protected from involuntary disclosure under the Family Educational Rights and Privacy Act (FERPA) I hereby authorize Emerson to disclose the Recordings and any material contained in them. And further release Emerson and any person acting on its behalf from any and all liability in any way related to or arising out of such disclosure.
- f) I understand that Emerson may publish or otherwise make Recordings and information contained in the available to the public through, among other means, the Internet. I further understand that Emerson cannot police, regulate, or otherwise control use of released into the public domain.
- g) I understand that in the event Emerson publishes Recordings supplied under the terms of this Release in and format and/or posts such Recordings on any site, web page, or other electronic media, Emerson may, in its sole discretion cease or recall and such publication and/or remove or take down any such electronic media at any time without prior notice.
- h) I understand that neither this Release, nor any of the statements contained in this Release, in any way obligate Emerson to publish to post Recordings supplied under this Release.
- i) I understand that the terms of this Release shall apply to any updates or revisions which I may make to any Recordings or related information supplied under the terms of this Release and that Emerson is not required to obtain a new release concerning any such update or revisions prior to publishing or posting such updated or revised Recordings.
- j) I understand that nothing in this Release shall relieve me of my obligations under any Emerson rules, policy, or handbook provision.

I hereby release, discharge, and agree to hold harmless Emerson, its trustees, officers, employees, agents, representatives, affiliates, and any and all persons or entities acting on their behalf or pursuant to their permission, authority, direction or control from any liability (including, without limitation, any liability for negligence and liability arising out of the conduct of third parties) for any injury that may occur to me while performing or appearing in the Recordings or in any way arising from any and all liability to me or to my successors, heirs, or assigns for any claims, including without limitations, claims for libel, defamation, exercise of rights granted under this agreement.

This agreement represents my entire understanding with Emerson concerning the material supplied hereunder. I have read this Release prior to signing it, and I understand and agree to its contents. This agreement may not be amended unless Emerson and I agree in writing. This agreement, which has been signed as a contract under seal, will be governed by and constructed under the laws of Massachusetts (excluding its conflicts of laws principles).

A handwritten signature in black ink, appearing to read "Angela Ramaprasad", is written above a horizontal line.

Production Manager
Date

Scenic Designer
Date