Arizona Theatre Company
Job Description

| JOB TITLE: Charge Scenic Artist | Revised: 6/2014 |

REPORTS TO: Production Manager

JOB STATUS: Full-time Seasonal, Exempt

JOB PURPOSE: To create, paint, and execute scenic artistry for all ATC productions

APPLICATION PROCEEDURE: Submit Cover Letter, Resume, 3 References, and Portfolio Materials to atcjobs@aztc.org. Position begins August 2014 and remains open until filled.

ESSENTIAL JOB RESULTS:

- Collaborate with Scene Designer to define, procure, engineer and complete scenic artistry of all ATC productions
- Coordinate day to day painting schedule with Technical Director and Assistant Technical Director
- Determine job scope and job assignments in conjunction with the Production Manager and Associate Production Manager
- Coordinate and supervise additional paint staff hired per production
- Attend technical and dress rehearsals as required by Production Manager
- Assist in the finishes and painting of properties and other scenic elements

Maintenance and Administrative Duties

- Maintain ATC tools, paint shop space, and paint inventory
- Coordinate purchase of paint supplies and tools and oversee financial procedures according to ATC policies and financial parameters
- Supervise and approve all paint shop staff and overhire time sheets
- Maintain the basic stage house finishes and paint requirements
- Assist on other ATC special events or programs as assigned by the Production Manager.

Other duties as assigned

MINIMUM QUALIFICATIONS:

Education: Bachelor’s Degree or equivalent experience required, Master’s Degree preferred

Work Experience: Minimum of 3-5 years of regional theatre scenic artist experience.

Human Relations/Management Skills: Minimum of two years in a supervisory capacity.

Machines, Tools, Equipment: Spray units, foam cutters, general paint equipment, MS Office, Photoshop

Physical Ability: Long days and short Phoenix residencies required based on production schedules. Flexible schedule with nights and weekends possible.