



JOB TITLE: SET DESIGNER

Classification: Classified
Salary Range: 36

Retirement Type: PERS*
Revised/Board Approved: May 27, 2025

BASIC FUNCTION:

Under the direction of the Director or supervisor, design and construct stage settings for plays, performances and stage productions.

REPRESENTATIVE DUTIES:

Design stage settings including single and multiple scenes; prepare rough and finished sketches. Consult with theater users and directors regarding set design and construction.

Determine type and cost of materials; oversee and participate in the construction of stage sets. Assist in determining lighting effects.

Acquire furniture, stage properties and other items needed to complete stage settings.

Operate a variety of hand and power tools used to construct and paint sets; observe safety precautions and regulations.

Assist in the preparation of annual budgets; order supplies and maintain routine records.

Oversee the work of assigned employees and student assistants.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: two years of college course work in stage craft, drama or closely related field and three years experience in the design and construction of stage settings.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Artistic principles and periods of scenic design and painting and their applications.

Common woodworking, electrical, stage lighting and plumbing skills.

Safe and correct use of hand and power tools.

Basic mathematical, computer drafting and clerical skills needed for set design.

AUTOCAD software

Safe work practices.

Abilities/Skills:

Design and construct stage settings.

Operate hand and power tools in the construction and painting of stage scenery.

Locate and acquire stage properties.

Draft simple construction drawings.

Hang, connect, focus and gel stage lighting instruments.

Operate counterweight system, dimming system and other equipment.

Order supplies and maintain routine records.

Establish and maintain cooperative and effective working relationships with others.

Lift, push and pull a minimum of 50 pounds.

WORKING CONDITIONS:

Work within a construction environment

May work nights, weekends, and holidays, as needed.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.