

Design Assistant

Job Description

The Design Assistant will work on the theatre production *Thrown* alongside National Theatre of Scotland core staff, and with the Creative Team, performers and technical team to deliver the highest possible production values throughout this project.

Responsible to: Set Designer / Producer

Purpose of Role

To provide an opportunity to work as a Design Assistant as part of the creative team on the production, giving a set designer experience working on a rural touring production ahead of a presentation at the Edinburgh International Festival.

Main Duties and Key Responsibilities

- To support the Set Designer in the realisation of the scenic designs for the production
- To carry out other duties associated with the role of a Design Assistant, including research, attending production and design meetings and rehearsals when required
- To support the Costume Designer as required
- To attend all technical and dress rehearsals, and previews, reporting back to the Set Designer where necessary
- To work within schedules
- To work within the budget, as directed by the Set Designer
- Promote a positive approach to Health and Safety, ensuring correct working methods and safe working practices are adhered to as set down by the National Theatre of Scotland
- Commitment to the delivery of National Theatre of Scotland aims and goals in regard to its green plan and the guidelines set out in the theatre green book (<https://theatregreenbook.com/>)
- To represent the National Theatre of Scotland in a professional and competent manner

Organisational Requirements

- Maintain a friendly and polite approach whilst in contact with the public
- Work towards the achievement of National Theatre of Scotland goals and quality standards
- As the post will require handling, processing and recording of restricted information, confidentiality is required to be maintained at all times.
- Use ICT applications to service the post's administrative needs
- Comply with National Theatre of Scotland's Health and Safety Policy and statutory regulations

Essential Criteria

- Passion for theatre and a desire to learn and gain experience of design for touring theatre productions
- Some design experience for theatre/live performance (including experience gained through training/education)
- Practically-minded and enthusiastic
- Focus and attention to detail
- Good communication and people skills
- Excellent interpersonal and team working skills
- Diplomacy, tact and discretion

Terms and Conditions of Employment

Design Assistant

- Fee:** An inclusive fee of £2,000 on a self-employed basis. Reasonable travel and accommodation needs will be covered, as agreed in advance with the Producer.
- Dates / hours of work:** Dates be determined between the Producer and the successful candidate. As this is a design role the scope and hours of work can be flexible, but we would expect the successful candidate to be available for design meetings (16th March and 1st May 2023. c. 6 hours), some sessions in advance of rehearsals with the Set Designer (c. 25 hours), some rehearsals in Glasgow (29th May – 23rd June c. 40 hours), for all technical rehearsals in Glasgow (26th - 29th June c. 36 hours) and for preview and opening performance (30th June & 1st July c. 18 hours).
- Place of Work:** Design meetings and rehearsals take place at National Theatre of Scotland's facility Rockvilla in Glasgow.