

Scenic Art Plan

The week that the 'scenic art plan' is due, the Scenic Designer must meet with Kaitlin Younger (Staff Charge Artist for Performing Arts Production Unit) to review their design – plan on meeting for at least 30 minutes. Regardless if it is a simple approach or a more complex treatment, a formal meeting must be scheduled in advance.

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It is expected that the Scenic Designer will explain the design to Kaitlin (bring with you the ground plan, sketches, paint elevations and/or research to explain your design) and they will discuss paint techniques, materials they are planning on using (or can be used for free in the shop) and a detailed schedule of when they intend to paint (plan on providing a copy to Kaitlin). If the Scenic Designer has not worked in the paint shop before, there is a discussion about appropriate use of the shop, including safety, proper use of personal protective equipment, tool clean up, storage and appropriate action in case of spills or accidents.

This meeting helps Scenic Designer know what resources they have to work with (materials that may be available for free and time/space that is available to work in), and helps Kaitlin know what is going on in the paint shop throughout the semester.

The Team Leader or Stage Manager should be aware that the discussion between the Scenic Designer and Kaitlin has occurred. If there are any issues that still need to be resolved, that impacts the overall aesthetic of the production, that is the sort of information that should be brought to the Friday morning Gallery Meeting.

Reminders about the use of the paint shop:

- Any artist working in the paint shop must be tool qualified.
- Appropriate personal protection equipment must be used at all times.
- The paint shop must be left in the same or better shape than when you arrived.
- All scenery needs to be able to pass fire safety tests.
- Any paint projects that need layout space must be scheduled in advance with Kaitlin; this includes when and where the work is being laying out, what the techniques and materials used are, and when the work is being picked up.
- The paint shop typically works from Monday through Friday (8a – 5p) including academic breaks; however, there are sometimes paint calls outside of that time and (more often) there are large projects that are stored in the paint shop over the weekend. You are not allowed to move scenery from other productions to clear space for your production.
- Gallery shows are encouraged to work OUTSIDE of the paint shop hours.
- The University has a strict policy about materials used on campus. Regarding donations, they can only be accepted and used in the department if you have a hard copy of the MSDS for the donated material and Kaitlin approves the donation. There are some products that are widely available in the open market that we simply do not use any more at the university, due to their potential health & safety consequences.
- If a production uses materials on the shelves/storage that are not allowed, that production will be charged the full replacement charge, at Paint Shop's discretion.
- No work can be done in the paint shop alone. If it is discovered a production has broken this rule, that production will be banned from both the paint shop and scene shop until strike.