

## SET DECORATING DEPARTMENT POSITIONS AND DESCRIPTIONS

**SET DECORATOR:** The Set Decorator is responsible to the Production Designer/Art Director for the co-ordination and realization of: the dressing of all decor; the carriage, movement placement and preparation of all dressings within all studio and/or location sets; the maintenance, replacement and listing of inventory; monitoring the dispersal of the assigned Set Decorating budget; delegation of work for the efficient operation of the department; completing of decorated sets, camera ready, prior to the requirements of the production schedule.

**ASSISTANT SET DECORATOR:** The Assistant Set Decorator is responsible to the Set Decorator and in the absence of the Set Decorator will assume all responsibilities of that position. According to the instructions of the Set Decorator, the Assistant is required to assist the Set Decorator in the research, purchase, rental, leasing and acquisition of all items and materials used as set decor; the carriage, movement, placement and preparation of all dressings within all studio and/or location sets; the maintenance, replacement and listing of inventory.

**LEAD PERSON:** The Lead Dresser is responsible to the Decorator or in the absence of the Decorator, the Assistant Decorator or Buyer. The duties of the Lead Dresser shall be to oversee and maintain the standards of the Department in dressing and wrapping of sets, and to carry out tasks as assigned by the decorator or his/her assistant or buyer. The Lead Dresser shall expedite work to accommodate scheduling and ensure the proper tools and materials are available to the dressing crew to complete assigned tasks.

**BUYER:** The Set Buyer is responsible to the Set Decorator. Under supervision of the Set Decorator, the Set Buyer may purchase, lease or acquire items to be used as decor for all studio and location sets. The Buyer will also be responsible for creating Cheque Requisitions and PO's for rentals and coordinating with the Lead Dresser for pick ups.

**ON-SET DRESSER:** The On-Set Dresser is responsible to the Decorator for on set continuity of Set Dressing and the placement of all set dressing on set.

- CONTINUITY
  - Placement and replacement of all set dressing for camera. A folder of continuity photos can be made accessible for the Set Dec department to use as reference for the re-dress or re-setting of sets.

- SAFETY
  - Care, safety and cleaning of all set dressing pieces.
- POLICE
  - Policing of set to prevent damage to all set dressing.
- PLANTS
  - Care and watering of all indoor plants and floral arrangements.

\*\*\* The On Set Dresser is responsible for a full tool and hardware package, flat dolly, truck doll, blanket, packing material, cleaning kit, ladders and camera. \*\*\*

**SET DRESSER:** The Set Dresser is responsible to the lead Set Dresser directly, under the direction of the Set Decorator. In the absence of the lead dresser, or if otherwise required, is responsible to the Assistant Set Decorator or Buyer. According to their instructions, the Set Dresser may assist in: the safe and efficient pick-up and return of all items and materials used as set decor; the carriage, movement, placement and preparation of all dressings within all studio and/or location sets; the maintenance, replacement and listing of inventory. The Set Dresser should be able to perform these tasks without direct supervision.

**Greensperson:** Deals with the artistic arrangement or landscape design and maintenance of plant material.