



Scenic and Properties Designer

Located in Pasadena, California, Westridge is a forward-thinking independent school for girls in grades 4-12 that emphasizes adventurous thinking, courageous, compassionate leadership, equity, and inclusion. Our school community is vibrant and diverse and grounded in the commitment to goodness in all aspects of life and learning. We balance challenging academics and a focus on leadership development with a priority on social emotional wellness, development of one's sense of self, values, and goals, and thoughtful consideration of individuals' responsibilities to others and the world.

Westridge is seeking a skilled and highly capable scenic and properties designer to join our theatre department. Reporting to the director of theatre and working within an existing robust and energetic team, the ideal candidate will have a high aptitude for quality work along with strong organizational skills. The scenic and properties designer is responsible for set and properties design and construction for all theatre productions held within our Performing Arts Center. Our Performing Arts Center has two theatre spaces: one 450 seat auditorium and one 75 seat black box theatre. This position will also support school theatre classes as needed.

Specific Responsibilities Include:

- Collaborating with director and production team for theatrical productions
- Supporting directorial visions through research images, color drawings, ground plans, and elevations for each production
- Designing and building scenery for theatre productions, including carpentry, painting, detailing, and set dressing
- Creating properties lists, and then building or purchasing all stage properties
- Establishing build schedule, and collaborating with production manager, technical director, and production assistant to meet production deadlines
- Ensuring that each set is practical, safe, and ready for student use
- Maintaining a budget for scenic construction, properties, and paint
- Supporting rehearsal processes through a taped ground plan on rehearsal room floor, and the provision of rehearsal furniture and props
- Recruiting, supervising, and mentoring students in after-school technical crew
- Leading a student run crew and producing backstage run sheets for each production
- Maintaining organization in scene shop, as well as in prop and furniture storage
- Supporting Technical Director in maintenance of shop equipment

Knowledge and Skills:

- Bachelor's degree in Scenic Design preferred or equivalent experience
- 1-3 years' experience as scenic designer
- Comprehensive knowledge of methods, materials, tools, and equipment used in the design, construction, and artistry of theatrical sets
 - Carpentry, scenic art, sculpture, painting, rendering, model building, drafting, props
 - Construction safety regulations and OSHA standards
 - AutoCAD or similar software
- Excellent project management and organizational skills
- Ability to embrace an open, collaborative work style
- Positive and proactive interpersonal, written, and oral communication skills
- Demonstrated creativity, problem solving, innovation, and imagination
- Ability to work under pressure to meet production deadlines
- Proficiency in Microsoft Office Suite (Word, Excel, and Outlook)

Lifting & Carrying Requirements & other physical requirements:

The position requires the ability to stand, stoop, lift arms overhead, push, pull and crouch for extended periods of time, as required to complete assigned tasks; to individually push, pull, lift, or lift and carry, items weighing up to and including 50 pounds, with or without carrying handles, in a correct manner consistent with the safety training provided by Westridge School.

Schedule

This is a 10.5 month, full-time, non-exempt position with the flexibility to work evenings and weekends when necessary.

To Apply

Send cover letter, resume, and references to Jobs@Westridge.org. Include "Scenic and Properties Designer" in the subject line.

Westridge School is an equal opportunity employer. Applicants are evaluated without consideration of race, color, religion, gender, national origin, age, sexual orientation, marital status, disability, veteran status or any other characteristic protected by applicable law. For more information: www.Westridge.org.