

SET DECORATING

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 may, in the absence of the Set Decorator, 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 DRESSER

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.

ON SET DRESSER

The On Set Dresser is responsible to the Decorator and Propsmaster for on set continuity of Set Dressing and the placement of all set dressing on set.

1. CONTINUITY
 - Placement and replacement of all set dressing for camera.
2. SAFETY
 - Care, safety and cleaning of all set dressing pieces.
3. INTEGRITY
 - Placement and replacement of all set dressing as per the Set Decorator, Propsmaster, Script Supervisor and Camera Department.
4. CAMERA
 - Clear knowledge of camera lenses so that he or she can anticipate the shot.
5. POLICE
 - Policing of set to prevent damage to all set dressing.
6. 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 Polaroid camera.

SET 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.

GANG BOSS

Provides similar services as lead but will primarily have charge of one group of dressers. Will also aid in the transport of dailies to and from a set or location.

DRAPER/UPHOLSTERER

SET DEC COORDINATOR

The Set Dec coordinator assists the set decorator in the efficient operation of the department. Main Duties are, conducts research, sources materials and services, tracks budget/petty cash, creates schedules, coordinates interdepartmental affairs, aids in clearances and product placement. Will assist in wrap until the end of production.

SET DRESSER

The Set Dresser is responsible to the Set Decorator. In the absence of the Set Decorator, or if otherwise required, is responsible to the Assistant Set Decorator or Buyer or Lead Dresser. 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.

ASSISTANT ON-SET DRESSER

SET DECORATING CREW

The Set Dec Crew member is responsible to the Set Decorator. In the absence of the Set Decorator, or if otherwise required, is responsible to the Assistant Set Decorator or Buyer or Lead Dresser. As per their instructions, a Set Dec Crew person 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 dressing within all studio and/or location sets; the maintenance, replacement and listing of inventory. The Set Dec Crew person should be able to follow directions with a minimum amount of supervision.