

SET DECORATING DEPARTMENT- JOB DESCRIPTIONS

SET DECORATOR

The Decorator is the key of the department and as such is responsible that all safety procedures are followed. The Set Decorator is responsible to the Production Designer/Art Director for the coordination 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. The Set Decorator should have a clear dialog with the entire Set Decorating department.

ASSISTANT SET DECORATOR

The Assistant Decorator is considered to be a supervisor and as such needs to ensure proper safety procedures are followed. 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. The Assistant Decorator should have a clear dialog with the Buyer and Lead Dresser to prevent overlapping of tasks.

LEAD DRESSER

The Lead Dresser is considered to be a supervisor and as such needs to ensure proper safety procedures are followed. The Lead Dresser is responsible to the Decorator or in the absence of the Decorator, the Assistant Decorator. The duties of the Lead Dresser shall be to oversee and maintain the standards of the Department in dressing and wrapping sets, and to carry out tasks as assigned by the decorator or assistant Decorator. The Lead Dresser, with communication with the buyer, is responsible for the scheduling of pickups and returns of all set dressing. The Lead should also be involved with the scheduling of the in and outs of location/studio sets. The lead is also responsible for ensuring that the proper tools and materials are available to the dressing crew to complete assigned tasks. The Lead should be expected to attend tech surveys or production meetings.

Lead dresser skills: (All lead Dressers are expected to have a working knowledge of the following)

- All aspects of film such as Scripts, breakdowns, on set procedures
- All safety aspects: ladders, lifting, protocol, etc.
- Graphics, drawing, drafting
- Acute power of observation & attention to visual detail
- Drapery, curtain, and blind installation
- Sewing, upholstery, fabric care
- Furniture styles & repair
- Artwork installation
- Floral and plant arranging
- Extensive knowledge of hardware Adhesives, glues, tapes
- Plumbing & electrical installation (non-practical)
- Safe furniture/object moving
- Woodworking, construction techniques

- Hand & power tool operation
- Fiber rope & knots
- Wire rope & rigging
- Packing techniques for a variety of objects

SET BUYER

The Set Buyer is responsible to the Set Decorator or in the absence of the Decorator, the Assistant Decorator. Under the 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 is expected to make sure all rental agreements have been filled out and items pictured. While having discussion with the SetDec coordinator (if one is hired) payment of rentals should be done in a timely manner, as well as following up with vendors to make sure payment has been received.

The Buyer should have a clear dialog with the Lead Dressers about pickups and returns. The Buyer should be able to perform these tasks without direct supervision, assuming clear instructions were provided.

ON SET DRESSER

The On Set Dresser is responsible to the Decorator and Props master 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 the 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, Props master, 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 camera (such as a digital camera with wifi capabilities or smart phone with data or wifi capabilities).

ASSISTANT ON-SET DRESSER

DRAPER/UPHOLSTERER

The Draper/Upholster is under the supervision of the Set Decorator. In the absence of the Set Decorator, or if otherwise required, is responsible to the Assistant Set Decorator or Buyer.

Draper/Upholsterer oversees the production of requested drapery alterations or builds used to dress studio sets and locations. Also small upholstery projects and the production of other large items such as tents and awnings. When required and requested they should be available for installation of builds within the studio or Set location. The Draper/Upholsterer should be able to perform these tasks without direct supervision, assuming clear instructions/drawings were provided.

SET DRESSER

The Set Dresser is responsible to the Lead Dresser. In the absence of the Lead Dresser, or if otherwise required, is responsible to the Set Decorator, Assistant Set Decorator, or Gang boss. 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, placement, and preparation of all dressings within all studio and/or location sets; the maintenance, replacement and listing of inventory during wrap.

The Set Dresser should be able to perform these tasks without direct supervision.

SET DRESSER SKILLS: (All Set Dressers are expected to have a rudimentary knowledge of the following skills)

- All aspects of film such as: Scripts, breakdowns, on set procedures
- All safety aspects: ladders, lifting protocol, etc.
- Drapery, curtain, and blind installation
- Sewing, upholstery, fabric care, Furniture styles & repair
- Artwork installation
- Floral and plant arranging
- Plumbing & electrical installation (non-practical)
- Safe furniture/object moving
- Hand & power tool operation
- Packing techniques for a variety of objects

SET DECORATING CREW

The Set Dec Crew member is responsible to the Lead Dresser. In the absence of the Lead Dresser, or if otherwise required, is responsible to the Set Decorator, Assistant Set Decorator, or Gang boss. 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, assist in the placement and preparation of all dressing within all studio and/or location sets; the maintenance, replacement, and listing of inventory. All Set Dec Crew members should arrive to work with a basic Set Dec kit and current driver's license.

A Set Dec crew member is there to help facilitate the pickup, return, wrap, and movement of dressing. They should not be put in unsupervised to dress a set. This is the major difference between a Dresser and a Set Dec Crew member

GANG BOSS

The Gang boss is responsible to the Lead Dresser. In the absence of the Lead, or if required, is responsible to the set Decorator or assistant Decorator. The Gang boss is someone who is well-versed in all types of set dressing and rigging techniques. They will take direction from the lead to organize and run a team of set dressers/set dec crew to dress and or wrap a set. As needed the Gang boss may also be responsible for ensuring the proper tools and materials are available to the dressing crew to complete assigned tasks. They will also aid in the transport of daily crew when needed.

A gang boss cannot take the place of the lead. They should be considered a highly trained set dresser who helps facilitate the dress/wrap of a set in the absence of the decorator or lead. If a gang boss is continually performing duties outside of this description, they should be considered a second Lead.

SETDEC COORDINATOR:

The Set Dec Coordinator is an office position that employs a variety of skills. The job requires:

- a working knowledge of basic accounting.
- They track the budget for rentals and purchases.
- They track the labor budget.
- Assist in tracking rentals and payment of vendors.
- Coordinators assist with research, and sourcing hard-to-find goods.
- They may do “running”: small buying jobs or pick-ups for crew.
- They submit cost reports to the Decorator and reconcile the Set Dec Department’s numbers with the Production Accounting Department.
- Inform the department of the schedule and script changes.
- Help liaise with clearance and legal for the department.
- Organize the drawings, input orders, and file paperwork.
- Order the stationary and set up the office.
- Organize the archiving at the end of the shoot.
- Assist when needed in dressing sets and building or assembling set pieces.