

Art Department Job Descriptions:

Art Dept Coordinator:

- Work closely with the Production Designer and Art Director to set up the Art Department office with furniture, a copier, a wide-format printer, etc.
 - Develop set lists and various breakdowns from the script(s) per the Art Director.
 - Put together an Art Department budget and submit to the Art Director and/or Line Producer for approval.
 - Communicate with Construction, Set Dec, and Props departments to source needed materials and correctly assign the costs.
 - Maintain a cost report to track all of the costs within the Art Department budget.
 - Correspond with Product Placement agencies to procure products and track them throughout the run of the show.
 - Communicate with vendors throughout the payment, rental, and return processes.
 - Compile a "book" for the tech scout(s) that includes plans, notes pages, and the scout itinerary.
 - Order supplies and materials for the Art Department - including wide format materials, office supplies, samples, and Graphics supplies.
 - Send Graphics and other potentially copyright materials to Clearance contact and/or legal, per Production, and reach out to the copyright owner, if necessary, for appropriate permissions.
 - Communicate closely with regular vendors, especially signage vendors, to track Graphics costs and coordinate Graphics orders and deliveries when necessary.
 - Maintain an orderly and informative system of tracking the permissions requested, granted, and denied, to be handed off with the Wrap materials at the end of production.
 - Replicate and distribute drawings/plans, both physical and digital, throughout the crew per Art Director's specifications.
 - Maintain an orderly server with all drawings, research, and location photos available for the department's reference and to be handed off with the Clearance files and Graphics files at the conclusion of production.
 - Maintain a productive office by keeping communal spaces clean and supplies well-stocked and addressing various needs as they arise.
- Compile and organize files and paperwork for the department, including accounting copies, research copies, and vendor samples.
- If applicable, train and supervise Art Department PA(s).

Graphic Designer:

- Design all graphic elements for the show both on and off-screen including the production logo, signage, vehicle wraps, background paperwork, photos, etc.
- Communicate with the Production Designer, Art Director, Set Decorator, Costume Designer, and Prop master to compile a list of all needed graphics and then to translate and incorporate their visions, ideas, and revisions into final designs.
- Send designs to the Art Dept or Clearance Coordinator.
- Generate and send final artwork files to third-party vendors for fabrication, such as sign shops, embroidery shops, printing companies, etc.
- Inspect all final products to make sure specifications are correct, communicate installation to the proper department.
- Maintain organized files throughout to hand-off a thorough wrap drive at the conclusion of the show.

Set Designer:

- Communicate closely with the Art Director and Production Designer to design sets, including drawing building plans, creating digital 3-D mock-ups, and/or fabricating physical scale models. Once plans are approved by the Art Director, send them to the Art Coordinator to be printed and released.
- Survey and measure selected locations in order to draft basic plans.
- Source finish materials and hardware based on selections from Production Designer, then pass those source selections on to the Art Dept Coordinator or Construction Buyer to order.
- Maintain thorough and organized files to be able to hand off a wrap drive at the conclusion of the show.