



## Role Description

**Role:** Design Assistant

**Responsible to:** Production Designer

**Commitment:** 2 weeks leading up to production, plus Production Meetings

**Placement Dates:** See Placement Opportunity Timetable, available for download at [www.lewishamyouththeatre.com](http://www.lewishamyouththeatre.com)

## Lewisham Youth Theatre Background

Based in Catford, South London, LYT has created theatre with and for young people aged from 3 to 21 since 1987. LYT is run by professional theatre practitioners with the aim of creating high quality drama projects and performances with and for young people. We believe that this experience should be accessible to all. All our workshops are free and we do not audition members, although we expect a high level of commitment. We target those who are traditionally excluded and 70% of our members face disadvantage, across a range of needs. LYT's youth members perform full scale productions in the Broadway Theatre Studio and in other venues around the borough. We give our members as near to professional experience as possible, using high production values and working from scripted texts. We aim to provide a foundation from which our members can go on to work within the theatrical profession.

## Design Assistant Role Overview

LYT seeks enthusiastic emerging designers, costume makers and set/prop makers to assist on the creation of the set and costumes for our youth theatre productions. If you are passionate about theatre, interested in using the arts as a tool for social change and want to develop your skills and design portfolio, we may be looking for you.

As part of the production team, Design Assistants will work closely with the Production Designer to create and source set, props and costumes. Dependent on the needs of the production and your skills, you may support on researching, sourcing, building, painting, costume and prop making, lighting/sound and multi-media. This is an exciting opportunity to get hands-on experience in a range of design elements.

The Design Assistant also acts as a role model to young people involved in LYT's performance and technical theatre projects. You will need to have a commitment to keeping young people safe and ability to follow LYT's procedures for safeguarding, anti-bullying, equal opportunities and data protection.

The role will suit students or recent graduates interested in working in a fast-paced environment in which they can take on responsibility, build up their CVs and work with professional designers.

### **Skills and Qualifications**

You will have some training and/or experience in theatrical design and be interested in developing your skills across a range of design responsibilities. You will be:

- Reliable and able to commit to the agreed days and times
- Creative and able to think outside the box
- A good researcher
- A good communicator
- Able to work well in a small team
- Interested in youth or community arts
- Committed to keeping children and young people safe from harm
- Flexible and able to take on new or challenging tasks as they arise

As this role includes contact with children and young people, you will need to hold a recent DBS (formerly CRB) check or be willing to undertake one.

### **Design Assistant Responsibilities**

LYT expects Design Assistants to work closely with the Production Designer and to support him/her on developing and creating the production's design elements in time for the performances. You will need to make sure you are familiar with production information (including production scripts, timetables, meeting minutes, design sketches, etc.)

Tasks will vary depending on the needs of the Production Designer, but may include:

- Attending production meetings and holding separate meetings/ conversations with the Production Designer, as necessary
- Research for design inspiration and/or to help source materials, costumes and props.
- Assisting with making and sourcing costumes, props and set pieces
- Assisting communication between directors, designers and acting companies about design needs.
- Attending costume fitting and helping young actors to understand their costumes and costume changes
- Helping with costume changes and making sure young actors have correct costumes/props during the performances
- Helping with the get-out, including returning costumes/props to their correct owners, striking set pieces/props and painting the stage to black as needed.
- Upholding LYT's safeguarding policies and reporting any concerns of harm to the Stage Manager
- Undertaking other duties in regard to the realisation of the production design, as required

### **Other Information**

LYT works successfully with a small project team. This sometimes means that all must participate in duties outside specific role descriptions in order to facilitate

a smooth and professional production. Volunteers and placement students are expected to remain flexible and contribute to the requirements of the production whenever possible, even when tasks are not specifically listed in their responsibilities.

**There will be regular production meetings throughout the project.**

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