
Brentwood School District**Vacancy Announcement**

2221 High School Drive
Brentwood, Missouri 63144
P: (314) 962-4507 F: (314) 962-7302

Theater Production Set Designer
Brentwood High School
Posted 09/03/25

Description

JOB/POSITION SUMMARY: Brentwood High School is searching for a skilled, self-motivated set designer to join our production team. To be successful as a set designer, you should be able to delegate tasks, make decisions under pressure, and provide clear instructions. Outstanding candidates have a keen eye for detail, strong creative vision, and the ability to maturely process criticism.

REPORTS TO: High School Administration and Theater Director

Qualifications

EDUCATION AND/OR EXPERIENCE:

- In-depth knowledge of construction tools and techniques required
- Experience working with set design is preferred
- Experience working with youth preferred

CERTIFICATES/LICENSES:

- None

Terms of Employment

JOB CLASSIFICATION:	Non-Certified
SHIFT TYPE:	Extra Pay/Extra Duty
HOURS PER DAY/WEEK:	Varies depending on the season
SCHEDULE:	Seasonal
SALARY:	Depending on experience, starting at \$3397 per production (Fall, Spring)
FLSA STATUS:	Exempt
BENEFITS ELIGIBILITY:	No

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Understands scripts and production specifications and collaborating with the theater director to design the layout and look of the set using pencil sketches and software
- Researches and generates a design for a theater production
- Coordinates with the director to create a finalized design and budget
- Obtains all necessary supplies by purchasing and soliciting donations
- Keeps financial records of purchases
- Dismantles the sets and properly stores all reusable supplies and lumber
- Delegates tasks, developing time schedules, and orders required materials for the set
- Supervises set construction and communicating with set builders

- Selects lighting, furniture, wall and floor coverings, and all other props used on set, with the approval of the theater director
- Produces models for the theater director's approval and implements changes as required
- Provides cost estimates
- Inspects stage entrances and exits to ensure the set is positioned correctly
- Briefs crew and actors on set safety and explains how the set operates

PROFESSIONAL RESPONSIBILITIES

- Demonstrates a sense of professional responsibility
- Maintains confidentiality regarding staff/student information
- Supervises students when involved in school activities maintaining and enforcing high standards of student behavior and interactions
- Demonstrates concern regarding the safety and welfare of students and takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to education code and school policies
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution
- Responds to inquiries from a variety of sources (e.g. students, teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information, and/or direction
- Completes other duties as assigned by building or district administration

Knowledge/Skills/Abilities Required

The requirements described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMUNICATION SKILLS:

- Ability, both orally and in writing, to present information effectively and respond appropriately to questions and concerns from colleagues, administrators, parents, and students
- Ability to establish and maintain effective relationships with students, staff, and parents through oral and written communication
- Ability to communicate effectively and professionally with business partners, administration, staff and students
- Ability to collaborate with different creative teams and stay motivated while working long hours

MATHEMATICAL SKILLS:

- Ability to work with basic mathematical concepts for set design purposes
- Ability to calculate materials costs and predict needs to remain within budget

OTHER SKILLS AND ABILITIES:

- Ability to perform duties with awareness of school expectations/requirements.
- Ability to collaborate with other coaches/sponsors, supervisors, and the overall school community
- Ability to utilize various power and hand tools to construct set design background, platforms, and props
- Ability to meet deadlines
- Excellent creative intelligence and time management skills
- A good eye for detail and the ability to generate many ideas

PHYSICAL REQUIREMENTS:

- The employee must speak, stand, talk, walk, see, hear, and, sometimes, sit on a regular basis

- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print
- Ability to move and lift heavy objects up to and exceeding 50 lbs.

ENVIRONMENTAL CONDITIONS:

- The noise level will vary depending on the activity being performed
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All Candidates must attach the following documents to your application: Letter of interest, and resume

EOE. Brentwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs and activities. If you have special needs addressed by the Americans with Disabilities Act (ADA) or for assistance with any phase of the application process, please contact the Office of Human Resources at (314) 962-4507 x. 6016 or RelayMO711 or 1-800-735-2966.