

4.4 – HEAD OF PAINT

- Position Type – Full-Time
- Reports to – Chief Operations Officer
- Works Alongside – Estimator, Logistics Manager, Project Manager(s), Heads of Departments (Carpentry, Fabrication)
- Oversees – Scenic Artist(s), Paint Assistant, Painter(s)

- Duties:
 - Oversees the operations of the Paint Department
 - Reports to the Chief Operations Officer to receive information and provide updates related to the production process of **ALL PROJECTS**
 - Communicates with Chief Operations Officer to discuss any departmental needs. This includes, but is not limited to, labor needs, requests for additional shop space, and equipment requests
 - Determines the organizational and inventory needs of the paint department. Then works with the Paint Assistant to implement a plan to meet the needs.
 - Delegates tasks to Scenic Artist(s), Paint Assistant, and Painter(s)
 - Reviews project documents provided by Estimator to help determine what is necessary for each project. This includes, but is not limited to, estimated time and labor needs, providing feedback on the type materials that are being treated, recommended process and products used, and calculating the amount of product necessary based the process and square footage calculations.
 - Participates in meetings:
 - Companywide Meetings to provide feedback and suggestions related to operational improvements.
 - Shop Operations Meetings to discuss operational needs, scheduling, and critical information related to **ALL PROJECTS** amongst Chief Operations Officer, Logistics Manager, and all Heads of Departments
 - Production Meetings associated with **ALL PROJECTS**.
 - When acting as the designated leader of a project – Provide feedback on the progress and processes of the project.
 - When another Scenic Artist OR Painter is acting as the designated leader of a project – Provide feedback on the progress and processes of the project (When Necessary)
 - Post-Mortem Meetings associated with **ALL PROJECTS** to provide feedback and suggest improvements for future projects.

4.4 – HEAD OF PAINT – (Continued)

- Communicates with Project Manager(s) to confirm, provide, or receive information associated with individual projects. This includes, but is not limited to, project scope, timelines, anticipated process, quality expectations, and all other information that is applicable to each project.
- Assigns a designated leader for each project.
 - Head of Paint – Acts as the primary Scenic Artist and is assigned as the designated of any Theatrical **OR** Non-Theatrical project, unless more than one project is scheduled.
 - Scenic Artist(s) – May be assigned as the designated leader of any Theatrical **OR** Non-Theatrical project when more than one is project is scheduled.
 - Paint Assistant – When necessary, may be assigned as the designated leader of any Theatrical **OR** Non-Theatrical project when more than one project is scheduled.
 - Painter(s) – May be assigned as the designated leader of any Non-Theatrical project when more than one project is scheduled.
- Facilitates the sampling processes for **ALL PROJECTS**:
 - Oversees the sampling processes associated with **ALL PROJECTS**
 - Conducts the sampling processes associated with projects that they are assigned as the designated leader of.
- Facilitates the closeout and documentation process of **ALL PROJECTS**.
 - Documentation of process – This includes, but is not limited to, recording color swatches, written step-by-step instructions for the treatment, and detail photos of the finished product.
 - Providing Touchup Kits – This includes, but is not limited to, small amounts of each paint used, Material Safety Data Sheets (MSDS) for products provided, tape, brushes, rags, or and any other small tools require for the client to make touchups after a project’s installation.
 - Documentation of Safety Certificates – This includes, but is not limited to, Certificates of Flame Proofing (When Applicable) and records of Material Safety Data Sheets (MSDS) for all paint related products being used in the shop or provided to clients in the touchup kits.