PAINT SHOP

The Paint Shop is organized to simulate a professional scenic art studio. This is for the benefit of all involved and provides a realistic representation of what is expected in the professional scenic art community.

To this end, the following guidelines have been established.

I. SHOP HOURS:

MTWRF 9 am - 12 pm and 1 pm - 5 pm

II. SHOP RULES:

For safety reasons, no student should work in any shop or theatre alone. No exceptions. No student may work in any shop unless there is a D & P Faculty member on campus and the student has arranged approval with the faculty member on campus and the supervisor for the shop they are working in. Students found in violation of this policy will be asked to shut down their work and leave immediately. Repeat violations of this policy are grounds for failure of production classes, placement on D&P probation, and removal from the program.

Personal and Crew Time Sheets:

Time sheets should be kept for all crew members. Time sheets should be generated ahead of time indicating the anticipated schedule for each person and then updated daily to indicate the actual time spent. Time sheets should be constantly maintained and show the number of hours worked each week by each member of the crew along with the average number of hours worked each week. At the end of the production, the time sheet can be used to evaluate how accurate we are in anticipating the time needed to complete specific tasks. Of particular importance is that crew members should not be required to work hours above and beyond the hours indicated by their production credit load. As a general guideline, students in production courses should expect 45 hours of crew work per credit hour per semester. It is the responsibility of each student to plan with their crew supervisor to ensure they adhere to these weekly limits as much as possible.
No work outside regular crew hours will be allowed without prior permission from the Faculty Paint Charge.

Faculty Paint Charge or Faculty Supervisor must be on site for students to work in the Paint and Prop Shop.

A professional respect for the faculty, fellow classmates, and production work will be strictly enforced.

Students enrolled in THEA 1111, 2222, 3333, 4444 must contact the Faculty Paint Charge no later than the first day of each semester to discuss their assignment. Student schedules will be completed as soon as possible and students will begin working no later than the end of the first week of classes.

All cabinets and storage areas will be unlocked by the Faculty Paint Charge or paint supervisor at the beginning of each crew and will be locked by the same at the end of each work period. Students are not permitted to have their own keys to any area.

A written cost estimate and paint schedule for painting will be done by the Faculty Paint Charge in collaboration with the Technical Director prior to the first paint session.

Scenery should be finished for painting to fit the written schedules. It is preferred to paint scenery in complete runs to avoid having to restart repetition of a process. The Faculty Paint Charge and Student Paint Charge will discuss scheduling of each scenic unit, including when the Paint shop will receive each unit and when it is due back to the Scene Shop. All drops will be sewn, painted, and grommeted in the Paint shop. The Technical Director will be in charge of hanging drops in the theatre.

The Designer will provide to the Paint Charge (at least 2 weeks before painting begins)

Painter's Elevations showing:
  a. All various surfaces and textures to be painted.
  b. Overall gradations and blends, including color swatches.
  c. Any details in an appropriate scale to facilitate accurate drawing.
  d. Provide a demonstration if there are any special techniques required.
  e. Provide additional research as needed to clarify any paint surfaces/techniques.
The Designer should check in daily as the show is painted if he/she is not a part of the paint crew. The Designer should also be present for any overtime crew calls.

Please keep track of all supplies used for each show. Use a separate page for each production. If you require any supplies not in stock, please have the Faculty Paint Charge place the order.

A complete final inventory of supplies should be turned in by the student paint charge to the Faculty Paint Charge upon completion of each show. The Faculty Paint Charge will restock as needed.

Touch-up:
A. A touch-up kit will be organized by the paint charge.
B. Paint Charge will be responsible for organizing TU and scheduling the TU.
C. The Paint Charge will determine with their faculty advisor the check in and attendance procedures required for tech. The Paint Charge should anticipate being present/available for all of tech but the exact needs might change from one show to the next.

For WORKSHOPS, the designer, Chargeperson and his/her assistant will be responsible for shop clean-up (usually the Monday following closing).

For MAIN STAGE PRODUCTIONS, the Designer, Chargeperson and crew will be responsible for the clean-up usually the Wednesday following closing.

The Faculty Paint Charge is Responsible for ordering any needed supplies not in the general stock of the shop.

When scenic goop dope or other like processes are used, please always use plastic on paint deck. If plastic is not used and goop/texture gets on the paint deck, the Paint Charge is responsible for scraping/sanding the texture to restore the paint deck.

If a drop is required for ANY production, the Paint Charge is responsible for properly laying out the stock 4’x8’ fiberboard panels on the paint deck. Panels need not be screwed down on the paint deck. Layout as many panels as you need for the size of the drop. Always lay bogus paper on top of the fiberboard and then staple the drop down on top. Once the drop is complete, return the fiberboards to the appropriate storage area in the Paint shop. If any fiberboard panel is damaged in the course of use, notify the Faculty Paint Charge so it can be repaired/replaced. Further, if the bogus
paper stock is significantly depleted, notify the Faculty Paint Charge so he/she can reorder.

All supplies in the theatre should be returned to the shop immediately after touch up.

The Paint Charge is also responsible for a touch-up kit for any show, which will be touring. The key is to provide the road crew with the easiest possible touch-up. If one color will do where you originally used three, send one color. Also, include brushes or appropriate applicators; however, do not send any good scenic brushes. If possible, a disposable brush is preferred. The stage manager for the workshop will be responsible for any touch-ups

III. CLEAN-UP PROCEDURES:

Daily Clean-up will be called 1/2 hour before the end of crew each day with all tools, brushes and supplies stored in cabinets, trash emptied and show paint on appropriate shelf. A bucket in the middle of the floor is a disaster waiting to happen. All show paint must be labeled clearly and stored properly.

Final cleanup should happen as soon after the closing of a show as possible and should be organized by the show’s Paint Charge. This should be a complete clean-up of the shop with all buckets dumped and the floor swept. Any thick paint which does not have any dye should be saved in the slop buckets next to the mixing table. Thin paint and paint with any dye should be disposed of by boxing it together in a 5 gallon bucket and add sawdust to make a non-liquid material.

Daily clean up is a must. Clean up should be called a half-hour before the end of crew. The buckets must be put on a palette and the palette labeled with the name of the show. Any bucket which is not on a palette will be dumped. Please empty the trash and clean any empty buckets daily. Scene painting class must also store their paints on the designated shelf and clean all materials prior to the end of class/work call.
If you are the last to leave, turn off all lights and fans and make sure all outside doors are locked.

IV. SAFETY PROCEDURES:

For safety reasons, no student should work in any shop or theatre alone. No exceptions. No student may work in any shop unless there is a D & P Faculty member on campus and the student has arranged approval with the faculty member on campus and the
supervisor for the shop they are working in. Students found in violation of this policy will be asked to shut down their work and leave immediately. Repeat violations of this policy are grounds for failure of production classes, placement on D&P probation, and removal from the program.

Food and drink is not safe or appropriate on the mixing tables.

Appropriate paint clothes and shoes will be worn in the paint shop. Flip flops are not appropriate for wearing in the shop. Barefeet are only appropriate when you are on a drop and not appropriate for walking to the mixing table or to retrieve tools from the cabinets. Clogs or easy slip on shoes are recommended.

If you are unsure about any tools safe operation, DO NOT USE that tool until you have received additional qualified assistance.

IN CASE OF ACCIDENT OR INJURY IN THE PAINT SHOP:

If you have an accident in a school facility, notify Campus Police (dial 911 from a campus phone). Report your location, or that of the injured person, and administer first aid until a campus police officer instructs you as to what further treatment is necessary.

Additionally, as soon as possible, you should report the accident to the Faculty Paint Charge. You will have to fill out an accident report for Environmental Health and Safety within 24 hours of your injury.

During office hours you should get medical attention for all but life threatening injuries from Student Health Services. If your injuries occur when the Student Health Services is closed you should seek medical attention at the nearest facility available to you. If it is an emergency, dial 911 or seek care at Vidant Medical Center's emergency department. If it is not an emergency, call our main phone line at (252) 328-6841 and you will be connected with a free, 24 hour nurse line that can help give you advice about your issue.

REMEMBER: The school does not pay medical bills if you are hurt. All expenses you incur must be covered by your personal insurance. If you are on the Student Health
Insurance Program (SHIP) you must be referred by Health Services or request a walkout form to submit your own claim. ECU only submits insurance claims for costs incurred at Student Health Services.

Any injury involving the smallest amount of blood will have an accident report form filed. Make sure you clean up any blood utilizing current biohazard protocol.

V. SHOP EQUIPMENT:

Stationary Tools:
● Do not use any of the stationary shop tools unless you have been checked out on them by the Faculty Paint Charge or Faculty Supervisor.
● Always use the proper safety equipment when using all stationary tools.
● If a tool is not working properly, unplug the tool and inform the Faculty Supervisor.

Hand Tools:
● All Paint Shop tools must be returned at the end of the call.
● Crew will not be excused until all tools are back in the tool cabinets.
● Tools needed by other shops must be signed out by the Faculty Supervisor.
● Do not use any of the hand powered shop tool unless you have been checked out on them by the Faculty Paint Charge or Faculty Supervisor.
● If a tool is not working properly, take the tool to the Faculty Paint Charge or Faculty Supervisor.

Required Hand Tools:

The Paint Shop does not provide certain hand tools. All students involved in Paint Shop crew are required to have available the following tools at every call. Other D&P classes may require additional tools; please check with your instructor. Not having required tools as needed for crew may result in a reduction of your production grade

All freshman:
● One pair of safety glasses.
● One pair of work gloves.
● One cartridge type, fitted respirator with chemical, and dust filters.
● One Architect's scale ruler.
● One 4” lay-in brush
● One 20’ foot tape measure (min.).
● One container to keep it all in.
● vine charcoal
● Lots and lots of pencils.

Scenic Art sophomores- All of the above, plus:

● One charcoal chalk line.
● powdered charcoal
● ⅝” or ¾” lining brush
● 1 staple puller
● 1 staple gun and staples (⅜” staples preferred)
● One flashlight or head lamp

Scenic Art Juniors, Seniors - All of the above, plus:

● a complete set of scenic fitches, ½” - 3”
● sea sponges
● 1 paint scraper
● 1 100’ tape measure
● surform foam carving tool
● curry comb foam carving tool
● 1 rubber mallet
● One carpenter's framing square.
● One set of eccentric trammel points.

VI. ASSOCIATED SPACES AND THEIR GUIDELINES:
When using McGinnis stage as a secondary paint deck please refer to the Section 14: Space Usage Guidelines. Schedule time to use the space with the Technical Director and Production Manager.

PLEASE NOTE!

All D&P Students must sign the Declaration List on blackboard by the Friday following Fall Break. No student will receive a grade in THEA 1111-4444 until this document has been signed, signifying that they have read and understand the current year's handbook.