

JOB TITLE: Scenic Painter

EMPLOYER: Bungalow Scenic Studios, Inc.

DEPARTMENT: 11 – Scenic Paint

REPORTS TO: Scenic/Paint Manager

EFFECTIVE DATE: 3/17/2021

**SUMMARY:** Provide comprehensive scenic painting services across our spectrum of projects including, but not limited to, Major Theme Parks, Theater Sets, Corporate Staging, Conventions and other corporate events.

**DUTIES AND RESPONSIBILITIES:**

- Gathers and prepares necessary information, tools and items needed to complete assigned painting task.
- Painting Faux Finishes such as wood graining, marbleizing, faux metal effects, aging, sponging, stippling and rag rolling.
- Field color Matching. Picks colors and mixes paint while using color matching for desired assignment.
- Creates, maintains and uses painting documentation. (Labeling all paints and materials to keep them organized and designated to specific projects.)
- Drawing, layout and painting of backdrops and murals with either brush or airbrush.
- Paint or airbrush of 2-dimensional and 3-dimensional fields and props.
- Preps surface to be painted. Consists of cleaning, scraping, caulking, applying putty, sanding, patching, priming, and base painting (brush and roll) of surfaces.
- Cleans up paint area. Consists of picking up used tarps, rolling chords, removing tape, cleaning bushes, cleaning spills, resealing paint cans, and cleaning paint buckets. Then stores equipment/tools in designated storage area. This applies to both shop and on-site work stations.
- Stocking and organizing supplies in the scenic department when needed.

**QUALIFICATIONS:**

- Entry level samples of a variety of faux finishes will be asked to be executed here at the shop before being considered to hire.
- Three to five years related experience or equivalent.
- High School Degree or GED required
- Associate's or Bachelor's degree: P-Visual Arts, specializing in painting, drawing, or sculpture is preferred
- Ability to work with minimal supervision.
- Commitment to excellence and high standards
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail
- Proven ability to handle multiple projects and meet deadlines
- Strong interpersonal skills.
- Ability to understand and follow written and verbal instructions.

- Must have a valid driver license with a clean driving record.
- Most of the work is done in house in a shop environment, but some jobs require being on site to do touch up and tie in after installation.
- A flexible schedule is helpful. Work shifts are generally 40hr/week, but sometimes big projects require overtime, weekends and/ or night shift availability.

**COMPETENCIES:**

- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Frequently required to stand
- Frequently required to walk
- Occasionally required to sit
- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Frequently required to talk or hear
- Occasionally required to lift/push/carry items less than 25 pounds
- Frequently work around fumes, airborne particles, or toxic chemicals

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

JOB TITLE: Corporate Painter

EMPLOYER: Bungalow Scenic Studios, Inc.

DEPARTMENT: 09 – Paint

REPORTS TO: Scenic/Paint Manager

EFFECTIVE DATE: 3/17/2021

SUMMARY: Provide comprehensive painting services across our spectrum of projects including, but not limited to Corporate Staging, Conventions, and other corporate events.

**DUTIES AND RESPONSIBILITIES:**

- Gathers and prepares necessary information, tools and items needed to complete assigned painting task.
- Field color Matching. Picks colors and mixes paint while using color matching for desired assignment.
- Creates, maintains and uses painting documentation. (Labeling all paints and materials to keep them organized and designated to specific projects.)
- Paint or airbrush of 2-dimensional and 3-dimensional fields and props.
- Preps surface to be painted. Consists of cleaning, scraping, caulking, applying putty, sanding, patching, priming, and base painting (brush and roll) of surfaces.
- Cleans up paint area. Consists of picking up used tarps, rolling chords, removing tape, cleaning bushes, cleaning spills, resealing paint cans, and cleaning paint buckets. Then stores equipment/tools in designated storage area. This applies to both shop and on-site work stations.
- Stocking and organizing supplies in the scenic department when needed.

**QUALIFICATIONS:**

- High School Degree or GED required
- Three to five years related experience or equivalent.
- Ability to work with minimal supervision.
- Commitment to excellence and high standards
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail
- Proven ability to handle multiple projects and meet deadlines
- Strong interpersonal skills.
- Ability to understand and follow written and verbal instructions.
- Must have a valid driver license with a clean driving record.
- Most of the work is done in house in a shop environment, but some jobs require being on site to do touch up and tie in after installation.
- A flexible schedule is helpful. Work shifts are generally 40hr/week, but sometimes big projects require overtime, weekends and/ or night shift availability.

**COMPETENCIES:**

- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Frequently required to stand
- Frequently required to walk
- Occasionally required to sit
- Continually required to utilize hand and finger dexterity
- Frequently required to climb, balance, bend, stoop, kneel or crawl
- Frequently required to talk or hear
- Frequently required to lift/push/carry items less than 75 pounds
- Frequently work around fumes, airborne particles, or toxic chemicals

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JOB TITLE: Fiberglass Fabricator

EMPLOYER: Bungalow Scenic Studios, Inc.

DEPARTMENT: 11 – Scenic Paint

REPORTS TO: Paint Manager

EFFECTIVE DATE: 3/17/2021

SUMMARY: Laminate layers of fiberglass on molds to form custom products.

**DUTIES AND RESPONSIBILITIES:**

- Fabricate, assemble, or disassemble manufactured products by hand
- Mix paint, ingredients, or chemicals, according to specifications
- Perform repetitive tasks in assembly setting
- Pat or press layers of saturated mat or cloth into place on molds, using brushes or hands, and smooth out wrinkles and air bubbles with hands or squeegees.
- Mix catalysts into resins, and saturate cloth and mats with mixtures, using brushes.
- Bond wood reinforcing strips using resin-saturated fiberglass.
- Trim excess materials from molds, using hand shears or trimming knives.

**QUALIFICATIONS:**

- High school diploma or general education degree (GED), or one to three months related experience and/or training, or equivalent combination of education and experience

**COMPETENCIES:**

- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Continually required to stand
- Frequently required to walk
- Occasionally required to sit
- Continually required to utilize hand and finger dexterity
- Frequently required to climb, balance, bend, stoop, kneel or crawl
- Occasionally required to talk or hear
- Continually work around fumes, airborne particles, or toxic chemicals
- Occasionally exposure to outside weather conditions
- Occasionally exposure to extreme heat or cold (non-weather)
- While performing the duties of this job, the noise level in the work environment is usually moderate.
- The employee must occasionally lift and /or move more than \_\_\_\_ pounds / frequently lift and/or move up to \_\_\_ pounds / continually lift and/or move up to \_\_\_\_ pounds
- Specific vision abilities required by this job include: Close vision; Distance vision; Color vision; Peripheral vision; Depth perception and ability to adjust focus
- Specialized equipment, machines, or vehicles used:

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