

CONTRACT BETWEEN

Broken Yolk Productions
Box 654 Rosebud, AB T0J 2T0

and

Josie Kaip
Calgary, AB

AGREEMENT

Department: Theatre
Rosenau

Department Head: Hayley

Broken Yolk Productions will receive the following service:

- a) Set Design for *'Night, Mother* by Marsha Norman

PAYMENT

An honorarium of at least \$100.00. This project is a profit share so any additional revenue will be divided evenly between the cast and crew.

TIMELINE

Services are to be completed by: October 11, 2025 (Opening Night)

Payment to be completed by: October 25, 2025

AUTHORIZATION

Department Head: _____

Date: _____

Artist: _____

Date: _____

DUTIES

To design the scenic elements (set and props) for *'Night, Mother* by Marsha Norman, fulfilling the job description of a Scenic (Set and Props) Designer, specifically supplying the colour of a model, floor plans and copies of technical drawings. Please attend runs when able. The artist may be asked to demonstrate specific finishing techniques to the painting and carpentry crew.

Artist will be expected to provide Broken Yolk Productions with a bio and headshot according to the specifications of the Marketing department (Hayley).

TIMELINES

The designer will follow the timelines set out by the Production Manager (also Hayley). If timelines cannot be followed for any reason, the artist will contact the Production Manager as soon as possible to discuss possible changes.

Important Dates:

August 18, 2025: First Read and Presentation of Design

October 4, 2025: Set Load In (after 6:00 pm)

October 8, 2025: Opening

ADDITIONAL EXPENSES

Reimbursement of out of pocket expenses in terms of designing will only occur with prior approval of the Production manager. These will be paid within two weeks of submission of receipts to the Production Manager.

CREDIT/OWNERSHIP

The artist will be credited as the scenic designer in the show program and will hold ownership of the design and all future rights of that design.

The theatre will have its own copy of all paperwork. All constructed elements may be used by the theatre in any future designs, as long as a significant and recognizable part of the design is not recreated.

The artist may obtain copies of the media from the theatre at the expense of the artist. If the artist wishes to use the design for the same show at another theatre, Broken Yolk Productions will receive acknowledgements in that show program. Credit details will be discussed if needed.

REMounting THE SHOW

If Broken Yolk Productions decides to remount the show with the same design, the artist will receive another honorarium of at least \$100.00. Artist may request to make minor changes to their design, but there will be no future remuneration.

Broken Yolk Productions
Job Description

Job Title

Scenic Designer

Job Description

To translate the Directors vision into a scenic design that is both interesting and supports the show.

Expected Results

Set and props that support the artistic vision of the show, are interesting for the audience and are realistic with the budget provided.

Incumbent

As Assigned

Department

Theatre

Accountability

Accountable to the show Director in artistic concerns; Production Manager in all other areas.

Duties and Responsibilities

- Provides a set (including effects other than sound and lighting) and properties design for the production which is practical, logical, evocative, and within the budget assigned.
 - a. Reads script in order to have a thorough understanding of the theme, plot, mood, time and characters.
 - b. Researches the facts to ensure the results are practical.
- 2. Meets with the Show Director to understand his/her approach to the production.
- 3. Collaborates with the other Designers to provide a unified vision.
- 4. Identifies the needs of the performance venue as they pertain to the scenic design of the show.
- 5. Attends all necessary meetings (including design and production meetings) to identify any problems in the design concept.
- 6. Attends any rehearsals required by the Show Director or Production Manager.
- 7. Submits a bio and headshot for use in the show's program according to specifications and deadline set by the Marketing department.
- 8. Submits all sketches, models, floor plans and working drawings to the Show Director and Production Manager for approval and the Technical Director for construction.
- 9. Works closely with the Technical Director and Head Set Carpenter during the construction phase and load-in.

10. Provides sketches and/or detailed information on all the properties to the Properties Manager.
11. Works closely and/or assists with the Properties Manager during the construction phase to ensure that all props, both hand and set, are in line with the design concept.
12. Paints the scenery and/or supervises the personnel assigned to the task.
13. Attends all Technical and Dress rehearsals of the production to identify and solve design problems which may arise.
14. Assesses work carried on by all personnel under the jurisdiction of the Scenic Designer.
15. Follows all policies, procedures, and safety regulations of Rosebud Theatre in terms of general job safety.