

Theatre UNI

PAINTING

CREW



HANDBOOK

November 16, 2020

GENERAL RULES AND REGULATIONS

PAINT CHARGE ARTIST, PAINT CREW HEAD, LEAD PAINTER, SCENIC ARTIST, PAINT CREW, ETC., ON EACH SHOW ARE REQUIRED TO COMPLY WITH ALL RULES HEREIN NOTED.

Job Descriptions

- PAINT CHARGE ARTIST/SCENIC ARTIST is responsible to the SCENIC DESIGNER and works directly with the scenic designer to accomplish all painting tasks for a given production.

The Paint Charge Artist mixes paint for the production.

The Paint Charge Artist in consultation with the Technical Director and Scenic Designer arranges paint calls, schedules, and supervises paint crew as assigned by the Production Manager, as well as, any volunteers.

The Paint Charge Artist supervises the PAINT CREW HEAD (if assigned to the production)

The Paint Charge Artist assists the Paint Crew Head in maintaining a safe and workable workspace.

The Paint Charge Artist is to follow all procedures as listed in this publication.

- ASSISTANT CHARGE ARTIST is responsible to the Scenic Designer and Paint Charge Artist and assists in creating a plan for painting a given production.

The Assistant Charge artist assists in assigning projects to individual paint crew members.

The Paint Crew Head maintains the Paint Room with the leadership and assistance of the Paint Charge Artist.

The Paint Crew Head directly supervises all paint crew.

The Paint Crew Head is to follow all procedures as listed in this publication.

- LEAD PAINTER (if assigned) is responsible to the Scenic Designer and Paint Charge Artist.

The Lead painter is responsible for developing painting techniques in consultation with Scenic Artist or Paint Charge Artist and communicating said techniques to the Paint Crew.

The Lead Painter is to follow all procedures as listed in this publication.

- PAINT CREW works with the Paint Charge Artist, Paint Crew Head and Lead Painter to make sure the scenic painting is complete according to schedule.

Paint Crew with leadership and assistance of the paint leadership team will continue until all paint is complete regardless of total practicum/production hours completed.

Paint Crew is to follow all procedures as listed in this publication.

Attendance

As part of Practicum/Production your attendance is graded. Attendance at scheduled work calls is mandatory. Tardiness and absence from scheduled calls will have a detrimental effect on your course grade. If you are feeling ill you should contact your supervisor and send them all of your working notes. If you are in quarantine or isolation you should contact Production Manager with the dates that you will be absent so that appropriate arrangements can be made.

All members of the Paint Team must keep a time sheet. Time is to be recorded on the tenths of an hour with detailed list of tasks as assigned. Time sheets are maintained in the Scenic Studio time sheet file. Time

sheets must be signed by an authorized Studio TA to be considered. All paint crew teams members should understand that the show is not ready until all painting is finished. This is an assignment rated “get it finished”.

All Paint Crew members are required to be at Strike. Please check in with your supervisor when reporting for strike. Your grade will be effected if you do not attend.

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- PAINT ROOM SHOULD LOOK BETTER AFTER YOU LEAVE THAN IT DID WHEN YOU OPENED THE DOOR
- ALL PAINT BRUSHES MUST BE CLEANED AT THE END OF EACH PAINT CALL
- ANY EMPTY BUCKETS, ROLLER TRAYS ARE TO BE CLEANED AFTER EACH PAINT CALL
- BUCKETS OF PAINT WILL BE RESEALED WITH APPROPRIATE LIDS WITH A RUBBER MALLETT
- ALL PIGMENTS AND MIXING COMPONENTS WILL BE RESEALED AND REPLACED ON THE PROPER SHELF
- THE PAINT SINK IS TO BE LEFT CLEAN AND UNOBSTRUCTED AFTER EACH WORK CALL

- **NEVER** UNDER ANY CIRCUMSTANCE USE A FLAT BLADE SCREW DRIVER TO OPEN A CAN OF PAINT. [IT RUINS THE RIM AND MAKES IT IMPOSSIBLE TO RESEAL THE PAINT CAN] USE A PAINT CAN OPENER.



- ALL SHOW PAINTS MUST BE LABELED BY SHOW AND APPLICATION. For instance: “ ‘Show Title’- Base Color [etc.]” Use painters/masking tape for the label.
- NON-SHOW PAINTS [FACILITY] MUST BE LABELED AS SUCH. For instance: “SWT- Brown [etc.]”

SPECIFIC OPERATING GUIDELINES

TOOLS

- Hudson Sprayers may be stored overnight if the broadcast tip is submerged in extremely hot water at the end of the call. **Under no circumstances** should a Hudson Sprayer be left for more than 2 days in a row.
- To clean a Hudson Sprayer:
 1. Depressurize the tank by tipping the unit upside down and squeezing the wand control valve [after a few seconds]. No paint should come out, only



pressurized air. Wait until tank is fully depressurized before opening.

2. Dump out the paint into a clean bucket labeled as “ ‘Show Title’ [color]--Thinned for Hudson Sprayer.”
3. Rinse the tank with warm water.
4. Rinse the pump inside and out. Pump the pump several times to remove residue inside the pump.
5. Remove nozzle and clean the tip with a small brush. Restore the nozzle on the wand.
6. Clean rim/funnel as necessary.
7. Refill tank with warm water and pressurize the tank for spraying.
8. Discharge tank into sink to wash out the hose and wand. Use an A-clamp to hold down the control valve. Let all water/pressure out.
9. Remove the pump, thread pump onto the wand and hose, keep A-clamp attached on the control valve, [this will keep the pump associated with the proper tank]
10. Store the tank upside-down from the high shelf making sure to leave the wand/hose hanging straight down. The A-clamp insures



the valve stays open and all water and paint bits drain out instead of collecting in the nozzle to harden.

- Airless and Pneumatic paint systems are VERY expensive and tricky. Use of these is by permission only. Permission entails detailed safety and cleaning procedures.
- Paint rollers are the most mistreated tools in the paint room. Cleaning a paint roller takes diligence and patience. There are specialized cleaning tools available. Learn how to use them. Here they are. . .



Rollers should be scraped back into the bucket to remove as much useable paint as possible.

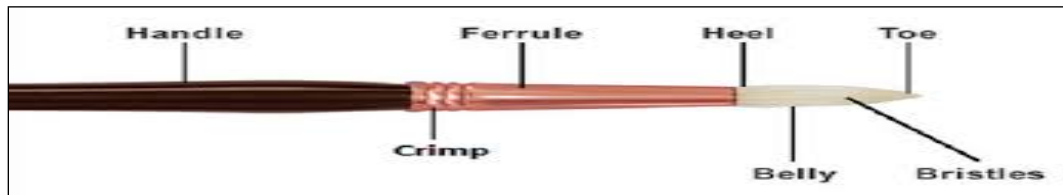
The rollers should be cleaned until only clear water runs out when placed on the peg rack next to the sink.

- Paint rollers which are going to be reused in the same paint color may be stored in a plastic shopping bag sealed against air infiltration. Do not leave them in a bag more than 2 days.
- Only disposable brushes may be used in oil-based stains or paints. Those brushes may be stored for the

length of the production process in a plastic storage bag sealed against air infiltration.

- Treat the brushes with care.

Brushes should never be dipped deep enough to cover the ferrule. (See below)



Many of the brushes are very expensive. While using a brush keep a water bucket close by and submerge the brush in water if you leave it for more than 5 minutes.

- Brushes should never be left to rest on the bristles for an extended period, it deforms the bristle sometimes permanently.
- Brushes should be **ONLY** washed in warm soapy water never extremely hot water. The adhesive on the brushes can soften and the bristles will fall out.
- When cleaning a brush, there is an old verbal tradition, if you feel like you can “suck the water out of the bristle you can assume it is clean.” (NOTE: it was an old **verbal** tradition.)
- Brushes cleaned improperly are destined for the garbage can. Clean your brushes and store them hanging bristle down. If paint runs out when you hang

it. . . well, you failed at cleaning it completely. Do it again!

- Specialized scenic brushes must be stored bristle down on the magnetic storage rack. Brushes not fully cleaned turn into a hard unusable mass, a waste of valuable production resources. One of our scenic fitches can cost as much as \$60 so it is critical that they are cleaned outstandingly. The final step on scenic brushes is to rub into the bristles a Lanolin based cleaner such as Murphy's Oil Soap and shape the bristles to its original shape and let the murphy's oil soap dry in the bristles.



BUCKETS

- Buckets are reusable. However, they must have the rims cleaned out prior to resealing or storage. Take a sponge or other small chip brush to clean the rim.



- Use a rubber kitchen spatula to scrap out as much paint as possible.

- Rinse out buckets well and store them on the shelves upside-down so they will dry out.
- Lids can be cleaned and stored in the appropriate bin on the shelves.

PAINT SINK

- Let's talk about the paint sink. The paint sink is **not** just for painters. Many different needs arise every day. If the paint sink is full of empty buckets unwashed paint rollers, trays, etc., it can't be used for other crucial activities/tasks. **CLEAN UP THE SINK DAILY!**
- The paint sink has a settling basin under it. This is emptied each semester. To keep the sink working, run sufficient quantities of water to thoroughly rinse the paint remnants down the drain. You can leave a trickle of water running while you are in the theatre to ensure good drainage. On a large project with a lot of water running during cleanup there will be overflow on the floor. It is normal.

PAINT CARTS

- There are two paint carts in the paint room. Both are designed to be able to roll out to a paint project on the stage. This can be hampered by people leaving uncovered paint, clutter, etc. on the surface or around on the floor in front of the cart. Clean-up/ reorganize the paint carts at the end of each paint call. Make them

ready for the next day's work. You will be happy you did!

- Paint on the carts should be labeled as to show and color. One cart per show. Usually the blue paint cart is for the current show.

PAINT SUPPLIES

- Paint can vary widely in cost. Mix your paint in small quantities to first get the right color . . . then you can mix larger quantities.
- Record your paint formulas. For example:
[X quantity of water : y quantity of paint]
[X teaspoons of pigment: Y quantity base paint:
quantity of water] Measuring tools are hanging on the pegboard above the sink.
- *Stagecraft: Scenery and Lights* has paint purchased specifically for their class projects. Please do not use it. If you find it left open be cool and put the lid back on. Ron will be happy you did.
- The Scene Painting class also uses specialty paints. They should be labeled so that you do not use them. If that group leaves lids off . . . well, tell the instructor!
- There are **brutally** saturated pigments in the paint room. These are in small quart sized plastic containers.

These should be used only with special instruction. They cannot be used directly from the container, they are pigments **only**. They will permanently stain clothing and only slightly less than permanently stain skin. USE WITH EXTREME CARE!

- There are saturated base colors that are to be used only in production. They are the ULTRA Branded paints in one gallons. Please use these to tint a white base or commercial base product. Try not to use them exclusively for a project.
- Many times the best use of our limited funding is to utilize mixes from home improvement stores. The mixes are always labeled by the paint store and the pigment formula is printed on the color label on the lid. DON'T lose the label! It is the only way to reproduce the color.
- Premixed paint will be labeled by show and usually once production is struck can be recycled into a five gallon slop bucket. This paint can then be used for priming, base painting, etc.

DISPOSAL OF PAINT PRODUCTS

- Most of our paint is non-toxic, however, this does not mean we pour paint down the drain. Paint cans should be emptied as completely as possible and rinsed out.

- No paint cans with still wet paint are allowed in the dumpster. All paint cans must be emptied and placed on the loading dock and allowed to dry out completely before they can be disposed in the dumpster.
- Sometimes paint spoils and develops a nasty odor. **Under no circumstances** should you use rotten paint on scenery. The smell never really goes away. **IF** the smell is just barely noticeable (not quite rotten. . . yet) One ounce of Lysol can be mixed into the paint. [this should be a last resort only]

Rotten/spoiled paint is mixed with Kitty Litter (located in the galvanized trash can in the paint room) usually in a cardboard box and allowed to dry thoroughly before disposal in the dumpster. If there is a small quantity of rotten paint, thoroughly mix the Kitty Litter directly in the bucket and set it out on the loading dock to dry.

OTHER PAINTS

- Paint and supplies in the **Yellow Flammables Cabinet** are all petroleum based and should only be used under specific instruction.
- Oil based paints should only be used with specific permission. “How will you know if the paint is oil-based,” you say?

Open the can and carefully sniff it. If it has a decidedly petroleum smell it is oil-based. It also will not mix with our other water based products.

- The **Yellow Flammables Cabinet** only functions if it is closed and latched. Please make sure that you close the door after each access (in or out).

SPRAY PAINT

- Spray paint should only be used under the exhaust hood or on the loading dock or outside with adequate ventilation. Special PPE should be used to protect your lungs. Spray paint requires overspray protection, use a backing (ground cloth/ plastic/ cardboard/ etc.) to protect the surroundings from overspray and respect the facility.
- Disposal of empty spray paint cans must be according to University regulations, please inquire from Faculty/ Staff supervisors.

POST SHOW CLEAN UP

- No paint is disposed until after the show fully closes. Sometimes shows (tours) require a touch up kit. The touch up kit is comprised of smaller quantities of paint isolated until future use.
- Final cleanup is accomplished during strike. All members of the Paint Crew are required to be at strike

regardless of hours completed. Depending on the production you may be asked to finish your strike hours assisting on the stage. Always check with your supervisor after the paint room is restored.

- Sort out the paint colors that are un-thinned neutrals (pastels in the red to green colors and browns) and mix into 5 gallon slop bucket. This paint will be used to prime future sets.
- Non-neutral paints should be sealed tightly, labeled appropriately and returned to the “mixes” shelf. It helps to include a small dab of paint on the lid to help with identification. For instance, paints in the “blue range” should be mixed together, labeled and stored on the “mixes” shelf.
- Sometimes we make glazes with gloss or semi-gloss application. These should be kept separate from the other mixes. Label them and put them on the “mixes” shelf.
- Depending on the thickness of the thinned paints they may be mixed into slop bucket. However, if they are glazes (shiny) and watercolor thickness they should be disposed by appropriate procedures.
- Seal all buckets tightly to prevent spoilage and drying out.
- Restore all paint equipment and supplies as the last responsibility of the Paint Crew.

Congrats by reading this document you have completed your first requirement of your paint crew assignment!