

Asst. Lighting Designer

You have been assigned to this production because of its extreme complexity and because the demands upon the Lighting Designer may be so extensive that s/he will be required to fulfill many additional duties. Help him/her in every possible way and execute any duties s/he might assign you. In some cases the Assistant Designer will also be serving as the Master Electrician as well. Read the sections of this manual that pertain to these areas. **REMEMBER THAT ALL DESIGNER'S USE THEIR ASSISTANTS DIFFERENTLY. USE THIS AS ONLY A GUIDE BEFORE YOUR FIRST MEETING WITH THE DESIGNER TO LAYOUT YOUR DUTIES!**

In position of Assistant Lighting Designer, you are an integral member of the production team. As such you are required to take part in every day of load in and tech day. These days are usually a Saturday and a Sunday.

Also, because of your position, you will most decidedly need to put in more than the three to four hours per week in the shop that is required of all practicum students. Indeed, you will need to be in your shop for every day of the build / hang / etc., to assist in work which needs to be accomplished. If you have questions regarding this, please discuss this with your mentor.

PRE-PRODUCTION

1. Read the play and become thoroughly familiar with it. A copy will be available through the Coordinator of Theatre.
2. Read the other relevant sections of this manual to determine and understand the adjacent and overlapping duties of your associates.
3. After preliminary discussion with the Lighting Designer, become thoroughly acquainted with the style of the production, period, mood, locale, etc. Become familiar with the preliminary light plot and sketches. **KNOW THE LIGHT PLOT AND PAPERWORK AS WELL AS OR BETTER THAN THE DESIGNER.**
4. You will be required to attend and participate in ALL hanging and focusing sessions. Discuss with the Lighting Designer, the opportunity to focus the entire plot, then have the designer come in to check your work.
5. Assist the designer in checking any critical stage dimensions.
6. Assist the designer in research if requested to do so.

REHEARSAL/PRODUCTION PERIOD

7. The production staff will attend the first rehearsal (usually a read through of the script) to present their designs and familiarize the cast with the design interpretation.

8. In conjunction with the Technical Director and Lighting Designer plan your work so that the crew can begin work promptly when they arrive at work sessions. If you cannot be present, someone must be there who can supervise work such as the Master Electrician

9. See that no lighting units are modified in any way for special use without express permission of the Performance Facility Manager.

10. Assist the Lighting Designer in any focusing work in which s/he is engaged.

11. Assist other crew heads in supervising crew sessions.

STRIKE

12. Assist the Technical Director in the orderly strike of the lighting.

13. Know before the strike begins what units are to be saved and which dismantled. Plan for maximum salvage of usable materials and hardware.

14. Work with the Properties Master to see that all props are cleaned and stored properly.

15. Help return any borrowed props either during strike or on the following work day.

I, _____ have read the above job description for my duties as _____ for the production of _____. I realize that these duties may be adjusted for, but not limited to the following reasons, show complexity, crew size, crew experience, etc. I will carry out my duties to the best of my abilities and ask questions when I need help.

Signed & Dated,

Student

Faculty