

# Light Board Op.

The light board operator's main duty is to assist the stage manager in the correct and proper implementation of the lighting designers design. You will report to the stage manager and the lighting designer. Remember that all stage managers and designers work in different manners and although the list of duties below is fairly inclusive, YOUR exact duties may vary!

1 – If you have never operated the light board at Northwest Missouri State University, it is your responsibility to make time with the master electrician to have him or her show you the correct operation of the light board. Items a board op should be familiar with include, but are not limited to, soft-patching, entering cues, modifying cues, saving show to disk, etc. This should be done before the focus calls begin. See #2

2 – You will be required to attend ALL focus calls to assist. This serves the dual purpose of having someone to run the board during focus and to allow you to become more familiar with the lighting.

3 – Be prepared to attend ALL technical / dress rehearsals AND ALL performances. As a board op, your rehearsal responsibilities begin on a Saturday morning and continue through the NEXT Sunday evening. This generally works out to NINE days. Unless there is a death in your family...including yours...there is NO valid excuse for missing a rehearsal or performance. The stage manager will give you an exact schedule of rehearsals and performances for your specific show.

4 – For all rehearsals and performances, be on time for your call. Better yet, be early. There is an old saying that goes, "If you are not fifteen minutes early, you are late!" Learn to live by and follow this quote!! If you need to eat a meal before your call, be sure to arrive with sufficient time to accomplish this before work starts!

5 – It is your responsibility to make sure (at the appropriate times) that all back stage work lights are turned off and that you have control of the house lights. Consult with the stage manager, master electrician or lighting designer about exactly what lights need to be turned off prior to a rehearsal or performance.

6 – The stage manager may have other pre-show duties for you.

7 – When running the board during a rehearsal or performance, the stage manager will issue a series of commands. First is usually a "Light Cue XX stand by", which means the cue is about a half-script page away. When you hear this command, respond by saying "standing by!". This assures the stage manager that you have heard the command and are ready. The next command you will hear will be, "Light cue XX...go!". Hit the go button being careful not to hit it TOO early!

8 – Before each rehearsal AND performance, it is YOUR responsibility to assist the Master Electrician to perform a dimmer AND focus check. If a lighting unit is found to be not functioning, perform the steps needed to make the fixture well. If the unit has fallen out of focus, fix that as well!

9 – When the show or rehearsal is over it is your duty to leave the light board, house and work lights in a state which you will need to work out with the stage manager, lighting designer, technical director and master electrician.

10 – During strike assist in the strike and storage of the lighting unit, cable, color and gobos.

11 - Other duties as assigned.

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