

PALOA

JOB DESCRIPTION - LIGHTING DESIGNER / TECH

Required Qualifications:

- Is selected by and responsible to the Board of Directors, the producer.
- Has a written contract with the Board for the upcoming production.
- Is not an active member of the cast.
- Is an enthusiastic leader and team player with a positive attitude.
- Has previous experience and/or education in stage lighting design and techniques.
- Understands how quality light and lighting effects enhance the overall impact of the show.
- Understands how the lighting relates to costumes, set design, and choreography.
- Demonstrates good artistic sense.

Primary Responsibilities: (both positions)

- Reads script.
- Works closely with Stage Director, Set Designer, Costumer, Set Director and P reducers to fulfill vision of show with input from or at the direction of the Stage Director.
- Has input into time-line with other members of the production team* as established for the production. Time line is used to create a rehearsal calendar and completion date for key production tasks and publicity events.
- Any extraordinary expenditures or expenditures over budget must be approved in advance by the board.
- Turns in all receipts to the Production Manager immediately after purchase. (Reimbursements will be made on a monthly basis unless otherwise requested.)
- Submits written post-production report to the Board.

Light Designer:

- Designs lighting plan and placement of lights.
- Develops working drawings from set design for use by lighting personnel.
- Is responsible for training and scheduling of personnel to assist in placement of lights, proper functioning during performances, and removal and storage.
- Creates script with light cues for use by lighting technicians (board, and spot operators).
- Attends regularly scheduled Production Team meetings as requested by the Stage Director or Production Manager, or technical director.
- Brings together, with Production Team members, all elements of the show as a coordinated, cohesive unit.
- Utilizes in-house lights, if appropriate for current production, prior to renting or buying. Rental or purchase only with Board approval.
- Before tech rehearsal, supervises lighting check using all set pieces to see that they have adequate lighting.
- Supervises tech rehearsal and coordinates spot lights according to light plan.
- Advises the board of any special lighting needs per production time line.
- Submits written post-production report to the Board.
- **Attends monthly pre-rehearsal meetings.** Purpose: Gives the designers a chance to show the director and other designers his or her designs, or discuss his ideas. Gives the director an opportunity to redirect the designers and communicate alternate visions or ideas. Gives all attending a chance to stay on the same page while the show changes and evolves.
- **Attends weekly production meetings.** When: Once a week 30 minutes-one hour
Purpose: Gives each part of the production team an opportunity to communicate Progress Reports, problems, questions and coordinating efforts. Not meant to be design meetings.

Light Board Tech:

- Is responsible for seeing that lights are brought to the stage from the set shop during load in, or as soon after load in as possible.
- Is responsible for seeing that lights get hung according to light plan. Lights must get hung before any sets get put onto stage that would prohibit use of scaffold.
- Is responsible for seeing that all lights get color gelled and rough pointed according to light plan.
- Is responsible for making sure a script is available and marked for show.
- Supervises light board programming.
- Ensures that extra light bulbs are available to spot and light tech in case of burnout.

Attends all tech rehearsals, dress rehearsals and all performances

- Is responsible for seeing that all lights, cables, color frames, safety cables, top hats, barn doors, etc are returned to the set shop and put into safe storage.
- Submits written post-production report to the Board.

03/23/2010

Name: _____ Phone: _____

Address: _____

City, State, Zip _____

E-mail Address _____ Cell Phone: _____

Name of Show : _____ Start Date: _____ to _____

As in all community theatre, all participation is done on a volunteer basis. However, an honorarium of up to the following amount will be paid when all criterion are satisfied.

Position Honorarium: \$ _____ Social Security Number _____ - _____ - _____

I have read and understand the above job description for the production and position described above, and agree to perform the job duties as described.

I understand that I will receive an honorarium in appreciation for satisfactorily performing the job duties and agree to the amount specified above.

I understand the honorariums may not be distributed until all aspects of the production have been completed, scripts and music score have been returned, and my post-production report submitted.

I understand that the Board has the final authority over the Production Team in matters of arbitration and business matters.

Signature _____ Date _____