
Lighting Designer Duties

- **SKILLS:**

- Theater experience
- Programming experience on ETC Element
- Light Wright experience
- Collaboration
- Leadership
- Adaptability
- Good verbal communication
- Creative Imagination
- Collaborating with creative artist with conflicting interests

- **DESCRIPTION:**

- The Lighting Designer is to assist the Director and other Designers in bringing the artistic Vision/Concept of the show to life through light and atmospheric design.
- Reports to the Production Director.

- **PRE-PRODUCTION DUTIES:**

- BASECAMP: This is a big part of our process, as a theater we connect and collaborate online. Please be prepared to share your process with us online by posting your research, art, and ideas for your team.
- The Lighting Designer agrees to follow the terms of the Guest Artist Independent Contractor Agreement.
- Participates in all Production Meetings either virtually or in person.
- Schedule a time with the Production Director for a tour of the stages and shop/storage facilities.
- Read the play in its entirety before the first Production Meeting.
- Post images for the design to Basecamp after meeting with the Director and prior to the second Production Meeting. Use the Docs & Files / Lighting Subfolder on Basecamp for research, images, sketches, drawings, and paperwork.
- Obtain budget from the Production Director.
- Obtain list of stock (also found on Basecamp in The Phipps Stock Tech Resources folder) from the Scene Shop Manager.
- Meet all deadlines as listed in the Production Calendar.

- **REHEARSALS:**

- Attendance at the First Rehearsal is not mandatory but is strongly encouraged to meet and greet the cast, headshots will also be taken at this time.
- Provide a biography for the program at the first rehearsal.
- Read all rehearsal reports in Basecamp for updates and requests for lighting. Respond appropriately.
- Return communication with the Production Department via Basecamp within 24 hours unless otherwise agreed upon.
- Will need to attend the Designer Run with a Production Meeting immediately following the rehearsal.
- Upload to the Docs and Files / Lighting Subfolder on Basecamp a ½” scale Light Plot and paperwork by appointed date to Production Director (The Phipps uses Light Wright v6, and a file with House Plot and stock is available on Basecamp in .DWG format).
- The Phipps Center for the Arts is a multi-function facility, and some events may occur during the run of the show therefore the Standard House Plot in both theaters can be used, but NOT refocused nor readdressed / circuited unless otherwise discussed with the Production Director.
- The light plot will be hung, circuited, addressed, gelled by the shop crew. The Lighting Designer is invited to assist.
- The Lighting Designer must be available for Light Focus as indicated on the Production Calendar. Volunteer help will be provided whenever possible.
- Preset stations in both spaces shall only be programmed by the Production Director.
- Program all lighting effects and light cues in consultation with the Director prior to Paper Tech. Dark Time will be available as indicated on the Production Calendar.
- Upload to the Docs and Files / Lighting Subfolder on Basecamp a Light Cue List for Stage Manager to book cues prior to Paper Tech. Update paperwork as Tech and Dress Rehearsals proceed.
- Prepare Follow Spot Cue List for Stage Manager to book cues. Upload list to Basecamp prior to Paper Tech. Update paperwork as Tech and Dress Rehearsals proceed.

- **TECH REHEARSALS:**

- Paper Tech:
 - Saturday Before Opening: 10am-Noon
 - Required to attend.
 - At Paper Tech, be prepared to explain where and why (purpose) cues need to be called to the Stage Manager, Director, and member of the Production Department.
- Q2Q or Tech Run Rehearsal:
 - Saturday Before Opening: 1pm-2pm: Tech Training

- Instruct Light Board Operator(s) and Follow Spot Operator(s) on operation of all cues and lighting equipment used including how to “Go Back” or “Restore/Reset” cues, as well as proper power up/down procedures of the equipment, including how to site the follow spot scopes. A formal document listing the procedures should be uploaded to Basecamp prior to Paper Tech including contact information in case of emergency.
 - Review all cues with the Light Board Operator and Follow Spot Operator(s) of any specific issues or difficult cues to be aware of prior to Tech and Dress rehearsals.
 - Saturday Before Opening: 1pm-9pm (End time depends upon complexity of show)
 - Attendance required.
 - Obtain headset from Stage Manager and be sure it is in proper working condition.
 - Be on headset and at your post 10 minutes prior to the start of the rehearsal.
 - Proper headset etiquette:
 - Respond to each standby from the Stage Manager by saying “Lights standing by.” To confirm to the Stage Manager that they have been heard.
 - NO talking during Stand Bys unless there is an emergency.
 - Return headset to Stage Manager at the end of each Rehearsal.
 - Ensure headset cables are neatly coiled up.
 - Ensure belt packs are powered off.
 - Follow the “End of Rehearsals” procedures listed above.
 - Mini-Production Meetings will be held immediately following all Tech/Dress Rehearsals, all Production Staff present will be required to stay for the meetings.
 - Maintain a clean and safe working environment
- **DRESS REHEARSALS:**
 - Sunday Before Opening: 1pm-4:30pm
 - Monday-Thursday Before Opening: 6pm-9:30pm
 - Follow the “Tech Rehearsals” procedures listed above.
 - Attends all Dress Rehearsals.
 - Upload to the Docs and Files / Lighting Subfolder on Basecamp all necessary updated paperwork including a backup copy of the lighting cues by opening night.
 - Production Staff can invite two guests to the Thursday Final Invited Dress Rehearsal.
- **PERFORMANCES:**

- Review Performance Reports and respond accordingly.
- Be available for any emergencies during Performance Run.

- **STRIKE:**
 - While not required to attend strike, your presence would certainly be welcome.
 - The Lighting Designer is responsible for returning any borrowed items personally obtained during the run within one week of strike.
 - Check in with the Production Director before leaving.