

Light Board Operator

As a member of the run crew for a production, you are an important and integral part of the production team. It is crucial to the success of the rehearsal and performance process that you conscientiously fulfill your responsibilities. This sheet is intended to help you understand your duties during the rehearsal and performance process – it is not intended to be comprehensive, and the Lighting Designer, Technical Director, or Production Manager may have other specific assignments for you.

The Light Board Operator (Op for short) is responsible for assisting the Lighting Designer in the recording and adjustment of lighting cues and for operating the light board on cue during technical rehearsals (“tech”) and performances.

Duties specific to the Light Board Op include:

- Programming and operating the light board under the supervision of the Lighting Designer, Assistant Lighting Designer, and/or Technical Director;
- Following instructions from the Stage Manager to execute light cues during tech rehearsals and performances;
- Working with the Master Electrician to perform a dimmer check before each performance and to fix any problems encountered;
- Powering down equipment after techs and performances as directed by the TD;
- During strike, sorting and packing rental equipment for return, coiling cables, striking instruments and other tasks as assigned by the TD.

Upon arrival for tech or performance check in with the Lighting Designer; except on announced breaks, do not leave the light board without letting the Lighting Designer know. After tech rehearsals, do not leave the theatre before checking in with the LD and Production Manager. Performance calls are typically 90 minutes before curtain.

The Light Board Op performs his/her duties during rehearsals and performance with the aid of a headset intercom system; please review the “Headset Etiquette” sheet.

The Light Board Op should dress in black clothes suitable to active work, including black shoes whenever possible – no high heels, please.

The Light Board Op reports to production manager Mike Banta, mbanta@barnard.edu, and is registered under his section of THTR V 3172 Rehearsal and Performance.

Rehearsal and Performance is a graded course. Each student is evaluated at the end of the semester by a committee of the staff and faculty, who consider the student’s promptness, preparedness for work, execution, initiative, and follow-through. Lateness to any rehearsal or work call has the potential to impact the final grade.