

Lighting Technician

As a member of the 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 document 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 Lighting Technician, under the supervision of the Lighting Designer and Technical Director, helps to implement the technical aspects of the lighting design. He or she assists with the acquisition, installation, and maintenance of all lighting equipment and with supervision of the lighting crews who hang, focus, and run the lighting equipment.

Responsibilities of the Lighting Technician include (subject to change based on the needs of the production):

Design Phase

- Read the play, discuss technical needs with the Lighting Designer, and familiarize the Designer with available equipment choices in inventory or on campus.
- Attend design meetings as requested, consult with the Lighting Designer on overall scope of show, facilities, materials issues, and provide estimates as needed.

Budgeting Phase

- Develop a budget from the Lighting Designer's list of needed equipment, including the costs for lamp burnout, color media, rigging hardware, special effects, practicals, and equipment rental. A labor estimate is also developed for pre-load-in, load-in, and strike.

Build Period-Before Plot Due Date

- Construct and/or electrify practicals, special effects, and equipment as it becomes available. If necessary, coordinate usage of stage practicals with the stage manager, technical director, props coordinator, or costume shop manager.
- Attend production meetings as necessary through the build phase to keep the production team advised of progress.
- Work with the Technical Director to schedule the load-in, light hang, and focus of lighting equipment.

Build Period- Between the plot due date and beginning of load-in.

- Obtain and assemble the required documentation and resources for the lighting design, from the Lighting Designer and other sources as necessary. The Light Plot is typically due from the Designer two weeks before load-in begins. Documentation includes:
 - Light Plot (General Plan and Section).
 - Lightwright Files: Channel Hookup & Instrument Schedule
 - Color and Template Information
- Finalize the production estimate developed earlier in the process based on the Lighting design. All budgeting issues should be discussed with the Technical Director and Production Manager.
- Discuss the lineset schedule and placement of any added rigging equipment, booms, & special effects with the Technical Director as soon as possible. Discuss and resolve any obstructions, conflicts, or challenges with the TD.
- Obtain a rental quote (if needed) from several lighting rental houses.
- Check stock inventories for color media, templates, specific cabling needs, rigging equipment prior to placing any orders.
- Reserve rental orders at least one week prior to load-in/light hang.
- Purchase color media, templates, special effects, etc. at least 5 working days prior to focus.
- Coordinate materials purchasing and equipment rentals with the Technical Director.
- Gather all pertinent documentation and circuit the light plot based on the electrical layout and distribution of circuits throughout the theater. Circuit plans for Minor Latham Playhouse (MLP) or Glicker Milstein Theatre (GMT) are available from the Technical Director. Discuss any potential problems with the Lighting Designer or Technical Director.

Load-In, Focus, and Tech/Dress Rehearsal Period

- Organize and help supervise the load-in, focus, and work calls.
- Rig pipes, booms, and other equipment as needed.
- Working with the Light Board Operator, patch the circuit plot into the lighting control console and run a channel check before the focus call to make sure everything is working properly.
- Organize the necessary elements for the focus call. These may include:
 - Contacting the Lighting Designer to confirm focus times
 - Gaining access to lighting instruments (Ladders, Genie Lift, etc.)
 - Setting up rigging / focus tracks
 - Organizing additional crew to move scenery.
 - Requesting the presence of the Stage Manager for spiking scenery / props
- Supervise the focus call ensuring all work is performed in a safe manner. Focus must be completed prior to the first technical rehearsal.
- Train the running crew in the operation of special effects. Set up and power Littlelites at each tech table and running lights in all backstage areas.

- Attend all technical rehearsals. Complete a dimmer check before the beginning of each session, or as arranged with the Technical Director. Attend tech notes sessions after technical rehearsals are completed.
- If necessary, adjust the focus, hang, or placement of lighting elements as discussed with the Lighting Designer during notes sessions.
- Assist in the strike of tech tables and electrical equipment after the final dress rehearsal and before the opening performance.

Performance

- Maintain the lighting design for the run of the show by completing a dimmer/special effects check prior to half hour.
- Read performance reports, respond to any reported problems and be readily available for troubleshooting.
- Work with the Light Board Operator to fix any problems encountered. Replace burned-out lamps and color media. Repair or replace malfunctioning equipment. Keep the electrics areas (backstage, lighting control booths) safe and clean.

Strike

- Organize the strike of all electrical equipment in conjunction with the Technical Director.
- Restore the lighting equipment storage areas to their usual clean condition.
- Coil electrical cables and strike lighting instruments if necessary.
- Sort and pack rental equipment for return.
- Organize a crew for the return of rented or borrowed equipment.

At any time throughout the production schedule the Lighting Technician is encouraged to utilize the production staff to help resolve any challenges encountered during the production process.

The Lighting Technician reports directly to Technical Director Greg Winkler (gwinkler@barnard.edu) and is registered under Production Manager Mike Banta's (mbanta@barnard.edu) 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.