

Assistant Lighting Designer

General Responsibilities:

- Assist the lighting designer in all aspects.
- Read, assimilate, and understand the material being designed.
- Conduct research.
- Offer input to the lighting designer when requested.

Pre-Production:

- Attend pre-production meetings with the lighting designer.
 - Take thorough notes for the lighting designer's and your use.
- Assist the lighting designer with keeping detailed records of all transactions.
- The lighting designer may assign you paperwork.
 - Complete all paperwork thoroughly.
 - Approve all paperwork with the lighting designer.

Rehearsal Process / Tech Week:

- Attend all production meetings.
 - Take notes.
- Assist the lighting designer with keeping all electrics paperwork up to date and accurate.
 - Ensure that all updated paperwork is distributed to the stage manager and master electrician.
- Attend hang calls if possible.
 - In the case that the lighting designer cannot attend hang, you are required to.
- Attend all focus calls.
 - Assist the lighting designer in ensuring that all instruments have been hung.

Technical / Dress Rehearsals:

- During these rehearsals take notes of any problems.
 - If you notice anything, report it directly to the lighting designer.

Assistant Lighting Designer

All students participating in a show must fill out this form. A separate form must be used for each position held. When complete, return this form to the theatre department head.

Please write clearly and legibly.

Name:

Phone Number:

Email:

Production:

Role:

Please check all that apply to you:

- I am in the THEA 104 class.
- I am in the Opera Workshop class.
- I am in an Independent study class. The class name is _____
- I am a BFA Tech major.
- I am a BFA Performance major.
- I am a volunteer.

By signing this form, I assert that I have not only read and understand the above contract, but I also agree to follow and abide by it. I also understand that I will be held accountable for my actions with repercussions ranging from failing the THEA 104 and Opera Workshop classes to being prohibited from participating in the next show and that my role in the production may be terminated in case of extreme misconduct.

Name (print):

Signature:

Date: _____