

Lighting Designer RESPONSIBILITIES TO THE DEPARTMENT

- Check e-mail on a daily basis.
- Attend all design and production meetings.
- Adhere to all published deadlines.
- Be proactive: contact your director and stage manager, find out the rehearsal schedules, check in with your fellow designers regularly, etc.
- Provide Tom Burke with your class schedule no later than the light plot due date. This will allow daytime focus calls to be scheduled.
- Present your design to the cast.
- Attend necessary rehearsals, as agreed with your Design Mentor.
- Computer generated magic sheet prepared for focus.
- Attend all daytime focus calls as agreed upon.
- Train assistant designer and light board op on the light board, in conjunction with Tom Burke and CFA Personnel.
- Attendance at evening focus calls, light sketches, crew training sessions and all tech dates and previews.
- Cue sheets typed with copies for stage management available on the day they are due. DUE DATE: _____

Asst. Lighting Designer RESPONSIBILITIES TO THE DEPARTMENT

- Check e-mail on a daily basis.
- Attend all design and production meetings.
- Adhere to all published deadlines.
- Provide Tom Burke with your class schedule no later than the light plot due date. This will allow daytime focus calls to be scheduled.
- Attend necessary rehearsals, as agreed with your Design Mentor.
- Attendance at all daytime focus calls as agreed upon.
- Function as light board op for light sketch calls.
- Attendance at evening focus calls, light sketches and all tech dates and previews.
- Take notes for the designer at all technical rehearsals.
- Video tape rehearsals when needed.
- Assist designer with creating show paperwork.
- Assist the designer in making copies of all drafts and paperwork as requested by the shops.

Note:

The above are basic responsibilities for these positions and should function as guidelines. Responsibilities may shift based on the needs of the student and the production.