

POLICY NUMBER: 6.12	DATE ADOPTED: Historic
POLICY TYPE: Production Job Descriptions	DATE AMENDED:
POLICY TITLE: Lighting Technician	

Lighting Technician

The Lighting Technician is responsible to the Lighting Designer and the Stage Manager.

Planning

1. Read the script thoroughly.
2. Prepare rough draft of lighting cues, after meeting with Director and Lighting Designer.
3. Check budget allowance, give bills to the Technical Producer.
4. Arrange for loan or rental of equipment, order necessary gels.
5. Choose your assistant.

Working

1. Commence setting up instruments as early as possible.
2. When set is roughed in: focus lights, colour up and try out.
3. Attend rehearsals as required to familiarize yourself with cues.
4. Attend all technical rehearsals and run cues. Note timing, move changes and adjustments to instruments.
5. Prepare final light script and number cues. Be prepared to make changes at the request of the Director.
6. Label all equipment, extension cords etc.
7. Thoroughly rehearse cues without actors present, in your own time.
8. Co-operate with S.M. and take instructions during technical preview and performance.

Performance

1. Obtain blacks and wear during performance.
2. Have on hand: tools, electrical tape, and crescent wrench.
3. Arrive at theatre one hour before curtain.
4. Check all equipment 30 minutes before curtain.
5. Take position 15 minutes before curtain.
6. Be alert during performance – no chit chat.

7. After each performance, check that all equipment is turned off. Check that all instruments are secure with safety latch intact.

Striking

1. Strike and check out all equipment.
2. Return equipment promptly or store in theatre.