



LOYOLA UNIVERSITY CHICAGO

Preparing people to lead extraordinary lives

DEPARTMENT OF FINE AND PERFORMING ARTS

Production Staff Job Descriptions

Lighting Designer

The Lighting Designer is responsible for the design and implementation of the lighting and effects for the production. In collaboration with the Master Electrician, the Lighting Designer is ultimately responsible for the hanging, focusing, and upkeep of the lighting design.

THIS LIST OF RESPONSIBILITIES IS NOT EXHAUSTIVE. It should be used as a guideline of the responsibilities of this position on any production. If a question arises about the breakdown of responsibility, one should seek the advice of their Mentor or the Managing Director of the Department.

Pre-Production:

- * Reads, studies, and researches the play.
- * Attends all design and production meetings.
- * Consults regularly with the Director, Faculty Mentor, Technical Director, and other Designers to discuss concepts and available instrument and electrical resources.
- * Produces and provides to SM and Director:
 - o Concept: written statement of the lighting idea, developed in collaboration with the production team and Director and relating to the production concept.
 - o Research: any visual materials; paintings, photos, etc. which may be used in the design process as well as information on angles.
 - o Visual representations: this could be sketches, photos, paintings, etc.
 - o Designs for all special effects and practicals.
- * Maintains budget in coordination with Technical Director and Managing Director.

NOTE: For Studio productions there is not usually separate allocation of funds for lighting and gels and gobos and other practicals are most usually pulled from the theatre department's stock.

Rehearsal Period:

This time allows the designer to finalize plans and to complete the necessary paperwork and prep-work for Hang and Focus and Tech.

- * Attends Show and Tell and formally introduces design concepts to the cast.
- * Attends a designer "run thru" to make sure that the show is designed with all of the blocking and transitions taken into consideration.
- * Produces on paper and provides to SM and ME (producing these will require collaboration with the Set and Costume Designers to coordinate structural and color elements with lights.)
 - o ½" scale lights plot.
 - o ½" scale lighting section indicating lighting positions and masking locations.
 - o Channel hook-up.
 - o Magic sheet.
 - o Focus sheets.
 - o Instrument schedule.
 - o Instrument schedule.
 - o List of set mounted and flown practicals.
 - o Effect and practical drawings and specifications.
 - o Cue Sheets.

* The light plot, hook-up, instrument schedule, and magic sheet are due the Monday before Hang & Focus begins in order to allow the Master Electrician time to prepare. All special effects and practicals should be specified sooner so they can be prepared.

* Meets with Master Electrician to discuss plot, questions, and how Hang & Focus will be run at least 5 days before it begins. This is the time to organize gels, gobos, etc.

* Reads rehearsal reports and responds to questions or concerns as needed.

* Attends designer runs and collaborates with the Production team on production needs as they arise.

Tech/Performance Period:

* Hanging: The Master Electrician supervises this, but the Lighting Designer should be present to ensure that everything is as expected.

* Focus: The Designer will guide the crew in the focusing of lights according to the demands of the design.

* Level: The Designer will set levels with the Light Board Operator according to the demands of the design.

* Provides Stage Manager with updated magic sheet, Cue sheets, and spot cue sheets (if applicable).

* Attends Paper Tech to discuss and decide on preliminary cues with the Production Team.

* Works with Stage Manager to establish placement and rhythm for all cues.

* Attends Tech, Dress, and Preview to ensure that the lights are running smoothly and as desired. Gives necessary notes to Master Electrician and Stage Manager.

* Maintains the design of the show during its run. "Easy" items (lamp burn outs) should be handled by the Master Electrician, but color burning, etc., are the responsibility of the designer.

Post-Production Period:

* The Designer, in conjunction with the Master Electrician, is responsible for ensuring the return of any rented or borrowed equipment and the restoration of any altered or modified equipment.

* Makes design materials available for purposes of display and publicity.

* Attends Post-Mortem to give report.

* Turns in receipts to Managing Director.

Sage Wisdom from Last Year:

* Make sure all equipment is working before light hang.

* Make choices, blend, and create different values and intensities. And set goals for yourself.

* Switchboxes and our board are our friends.

* Give yourself enough to work with.