DEPARTMENT OF FINE AND PERFORMING ARTS

Production Staff Job Descriptions

Lighting/Sound Coordinator

Lighting Coordinators are assigned based on the needs of the individual projects.

This list is not exhaustive. It should be used as a guideline of expectations and responsibilities. If you have any questions about what this job entails, you should ask your mentor or the Managing Director.

Pre-Production
- Attend general coordinating meeting at beginning of the semester.
- Be familiar with the what the project is about (read script if present, thought about possible needs of project) and meet with Director to discuss the actual needs of the project.
- Work with Production Coordinator to set up meeting with Light Shop Manager to go through gels and gobos.
- Produce any paperwork applicable to the project (i.e. concept, research, visual representations – as necessary)
- There will be a rep plot hung at the beginning of the semester that the LS-C will work with to create designed light effects, having some latitude with color, specials, etc. upon Lee's approval.
- Plot and patch information will be provided about the rep plot.
- If the LS-C needs training on the studio board, the PC will help set up a training session between the LS-C and Lee to learn the board.
- The LS-C will find out what the Director wants sound-wise for the show, and will work to engineer the desired sound needs.
- If the LS-C needs to learn how to use the sound system, he/she should be in contact with PC to set up a meeting with the correct mentor.

Rehearsals/Tech/Performance
- LS-C should have sound ready to incorporate into rehearsals as soon as necessary.
- LS-C should choose rehearsals to attend based on discussion with Director to see how the project is developing, and how the design can support the project.
- Since the basic plot is already hung there will not be designated hang and focus time, and there should be minimal changes to the plot. The LS-C should communicate with the PC about when the studio is available and accessible to be worked in.
- The LS-C is expected to be at all tech and performances and operate the boards and conduct any checks as necessary.
- There will be no light board op or stage manager – it will be the responsibility of the LS-C to run light and sound needs during tech and performances.

Post-Production
- The LS-C must attend and participate in the post-mortem set up by the PC.
- It is the responsibility of the LS-C to return all gels, gobos, and any specials to the Light Shop at the close of the project. The rep plot and patches should be restored to match original paperwork from Lee if any changes were made.

Pre-Reqs
- Intro to Design.
- Crafts for the Stage and/or experience on an electrics crew.
- Previous ME or AME experience is helpful but not necessary.
- Upper level design class preferred, but not necessary for every project.