



# LOYOLA UNIVERSITY CHICAGO

*Preparing people to lead extraordinary lives*

## DEPARTMENT OF FINE AND PERFORMING ARTS

### Production Staff Job Descriptions

#### Master Electrician

The Master Electrician is responsible for all of the physical and technical requirements of the design. The Master Electrician also supervises the Hang and Focus crew, with the help of the Assistant Master Electrician.

**\*\*The Studio Master Electrician also serves as the Light Board Operator for the production.\*\***

**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/Rehearsal Period:

- \* Reads and studies the play.
- \* Discusses lighting design with the Lighting Designer.
- \* Meets with Lighting Designer to review work schedule and contacts the Hang and Focus practicum crew.
- \* Meets with Technical Director to get lighting inventory.
- \* Discusses with Lighting Designer special equipment or requirements as soon as they are known.
- \* Meets with the Lighting Designer at least five days before Hang and Focus to discuss the light plot and any paperwork.
- \* Checks that all required equipment is available and functional.
- \* Supervises the preparation of any elements of the design that can be wired/built/found before load-in.
- \* Plans the cabling of the design, the use of circuits, and the hanging of on stage drop boxes.
- \* Rents/purchases any gels or gobos that are not in stock.

#### Hang and Focus:

- \* Instructs and demonstrates for the crew how to handle, use, and hang equipment so they will do so safely.
- \* Supervises the crew in hanging, cabling, and focusing of the plot, including wiring of practicals and special effects.
- \* Supervises the cutting of gel and gelling of instruments.
- \* Makes minor repairs to equipment. Reports major repairs of equipment to Technical Director immediately.

#### Tech/Performance Period:

- \* Attends all Tech Rehearsals to supervise necessary adjustments.
  - \* Ensures all lighting instruments are focused and in proper working order throughout the performance period.
- This means being prepared to adjust, fix, or replace lights before the next rehearsal or performance.

#### Post-Production Period:

- \* Coordinates with the Technical Director to supervise the strike of the lights. In the Studio, lights must be returned to their standard repertory plot positions.
- \* Return all rented or borrowed equipment to its home and in its proper condition in conjunction with the Lighting Designer.

#### Sage Wisdom From Last Year:

- \* Make sure you know what you need to be given, and push to get it.
- \* Fresnels get hot.
- \* Be prepared to work in all of your spare time, especially if it's a musical. I would also pass on that it's a great experience to gain experience.