

General Responsibilities and Expectations for Student Lighting Designers/ Assistant Lighting Designers

The faculty and staff encourage you in your efforts to learn how to be an excellent designer and want you to know that if you are selected, we have every confidence in your ability to succeed.

This is an extremely time consuming position and we would ask you to read this document carefully.

When possible design positions are determined in the spring of each year for the following academic year. To be considered you must meet the following requirements (exceptions to these are on a case by case basis):

1. Taken Stagecraft and Lighting Design and passed each with B or better
2. Completed Practicum I and Intermediate technical production.
3. Demonstrated an ability to meet deadlines and work as a collaborator.
4. Read and agreed to the terms of this document.

The following guidelines are set forth to help you to be successful. Failure to comply with any of these could result in being relieved of your responsibilities as Designer of Record, removal from your position, diminution of your grade in the coursework or all three.

1. In all instances, you must maintain a 2.5 Cum GPA in your prior semester or you will not participate in any Theatre Arts production the following semester.
2. Credit must be obtained under THEA 312 Studio Designer or THEA 412 Mainstage Designer (212 as an Assistant). You and your supervisor depending on the scope of the design determine credits. If you are a paid assistant in any shop you may not design during your shop hours.
3. If you are selected to design for a Studio or Mainstage production you must curtail all outside work over 6 hours per week, and those hours must never interfere with any of your duties and responsibilities related to the production you are designing. The type and hours of your outside work need to be discussed with your supervisor.
4. It is imperative that all deadlines be met. At the beginning of the process, usually 2 –3 months before performance, a calendar will be provided with a work schedule, dates and deadlines noted. Any negotiation about dates in this calendar will be made at that time.
5. During the design phase you are expected to be working in the design studio (Skelly's office) whenever it is open and you are not working on class. All of your documents and graphics will be stored on the design computer in the studio. You must understand that there will be times you are expected to work on nights and weekends. You will learn quickly that Design is a very labor-intensive occupation. All designers and design assistants are expected to be present at:
 - All production meetings
 - All technical meetings
 - All technical rehearsals
 - All lighting hangs
 - Each day during the technical and dress rehearsals periods
 - Strike (and after if necessary to complete all return commitments)
6. You are expected to be punctual for all calls, ten minutes early is on time. If you are going to be late – CALL. This is an excellent habit to get into for LIFE. Pertinent phone numbers will be given to you when you accept an assignment.
7. You should communicate with your supervisor daily. COMMUNICATION IS VERY IMPORTANT. KEEP THE LINES OF COMMUNICATION OPEN and this will be a positive and rewarding experience.
8. The process for Lighting Design is compatible with your study in Lighting Design:
 - 1st Production Conference: Script analysis and research
 - 2nd Production Conference: Concept Statement
 - 3rd Production Conference: Lighting score, storyboards, light renderings
 - 4th Production Conference: Light Plot/Instrument schedule
 - Paperwork and Duties at this time:
 - Patch Sheet
 - Color buys and cut list
 - Rental Needs
 - Focus Charts/Magic sheets
 - 5th Production Conference: Preliminary Light Cues
9. Assistant Lighting Designers are responsible to help the designers with any paperwork and with anything for which you might need assistance. You will meet with them and your supervisor twice a week and determine these needs. They are expected to be at all the tech/dress rehearsals and strike. Assistant designers' outside work schedule is not limited, but must NEVER interfere with responsibilities, especially two weeks before the show opens. Credit is available under THEA 212.

Lighting Designer Acknowledgement

I have read and understood the requirements and responsibilities for my position as:

- Lighting Designer
- Assistant Lighting Designer

Production:

Signature

Date: