ASSISTANT LIGHTING DESIGNER PRODUCTION EXPECTATIONS

GENERAL EXPECTATIONS

- **Read the script.**
- **Read the Directorial Design Statement.**
- **Assist in the Production of a "Preliminary Statement of Intent" to share with the design team by established deadline.**
- **Attend and contribute to all design and production and company meetings (including presenting the finished design material to the company as scheduled).**
- **Satisfactorily pursue the completion of the task from initial planning through to final realization.**
- **Collaborate productively with all members of the production team, taking inspiration and guidance from the director.**
- **Negotiate, publish and observe a schedule of daily meetings with the Designer whom you are assisting and weekly minimum of 5 hours "shop work."
- **Meet specific area expectations detailed below.**
- **Meet specific assigned deadlines detailed for the project.**

ASSISTANT LIGHTING DESIGNER (specific area expectations)

- **Meet with the Lighting Designer and establish specific expectations for the production process. Set up weekly meetings with the designer during the course of the process.**
- **Compose and publish a clear job description detailing your responsibilities, tasks and deadlines for the project.**
- **Expect to be involved with aspects of the costumes as directed by the Lighting Designer. This may include but is not limited to:**
  - Perform textual analysis.
  - Assist the Lighting Designer in producing Design Documentation (see following page for complete list of Lighting Documentation).
  - Assist the Lighting Designer and Lighting area Supervisor and Lighting UGA in maintaining, hanging, circuiting, and patching instrumentation.
  - Assist the Lighting Designer in selecting and acquiring color media, gobos, and other movable lighting gear for the production.
  - Acting as a liaison between the Lighting Designer and the Lighting Supervisor and the Lighting UGA.
  - Attending and participate in light focus and cuing.
  - Take notes for the Lighting Designer during lighting and technical rehearsals
  - Work on a specific project or process (making gobos, creating lighting effects, etc.

DATES AND DEADLINES:

To be determined for each individual project

Signature indicates acceptance of all conditions on this and following page:

_______________________________________       __________
Student Lighting Designer Signature               Date

As of April 2012
STUDENT LIGHTING DESIGNER DOCUMENTATION EXPECTATIONS

I  PRELIMINARY RESEARCH (presented at initial or early design meeting)
   • Photos, collages, any other visual or other research material.

II PRELIMINARY SKETCHES (presented at early design meeting)
   • Of major scenes or looks.
   • Showing progression within production.

III STATEMENT OF INTENT (as presented at initial or early design meeting)
   • Mounted separately.
   • To include conceptual and theoretical goals.

IV LIGHT PLOT
   • Use USITT graphic lighting standards.
   • Include Color Key.

V LIGHTING SECTION

VI SUPPORT PAPERWORK
   • Instrument Schedule.
   • Dimmer Schedule.
   • Magic Sheet.

VII CUE SHEETS (several iterations updated daily once tech begins)
   • Preliminary (due for paper the or earlier)
   • Finalized cue sheet detailing: (due before opening performance)
     • Cue sequence.
     • Channel/Dimmer levels for each cue.

VII VISUAL PRODUCTION EVIDENCE (not included in Lobby Display)
   • At least ten slides (more as necessary)
   • At least two prints (8"x 10") appropriately mounted.

Note:
   • All Materials must be labeled with: Title of Production, Act and Scene, and Designer’s name.
   • All Materials must be presented at final design meeting (except as noted).
   • Students will produce this material in 2 “phases”
     • The first phase will be on display for the theatre-going public during the production.
     • The second phase will be a process leading toward display at KCAC TF Design & Tech Expo
   • Displays should be securely but non-destructively mounted on panels and may be up to 48” x 48” in size plus a notebook or model
   • See also, details at www.kcactf5.org