Projectionist

Pre-Technical Rehearsal Duties

- Attend Company Meeting(s.) (see schedule for dates and times)
- Attend Company Run Through. (see schedule for dates and times)
- Work with Director in creating a Preliminary Projection Cue Sheet
- Work with Set Designer on placement and type of projection equipment to be secured.
- Work with Technical Director on securing equipment identified
- Attend Work-Call:
  - Hang and work out control of Projection Equipment
  - Assist in hanging, circuiting, patching, focusing, & gelling of lighting equipment
  - Familiarize yourself with equipment: (may be done during work-call/otherwise a day or more before tech begins)

During Technical Rehearsals and Dress Rehearsals

- Attend all Technical & Dress Rehearsals at assigned call times. (see tech schedule for dates and times)

  **Bring:**
  - Writing material & implements
  - Small Flashlight (mini-maglight or similar)
  - Wear Blacks: (see tech schedule for dateusually first or second dress rehearsal) black slacks or jeans and long sleeve shirt (turtleneck or tee)

  *Preparation of Cue Sheets and Checklists and updating the Show.*
  - You may be given a preliminary Cue Sheet at start of first Tech or you may have to record all instructions given during rehearsal as they are given and create your own Cue Sheet.
  - Instructions will be provided by: Director, Designer, Stage Manager, Technical Director, and Master Electrician.
  - Update the current Cue Sheet promptly and carefully.
  - You may be given a preliminary Preshow Projection Checklist at the start of Tech or you may have to create one with the help of the Director, Designer, Stage Manager, Technical Director, Master Electrician and/or Followspot Operator(s).
  - Be prepared to provide Copies of the current Cue Sheet and Preshow Projection Checklist to the Stage Manager at final dress or earlier.

  **Duties will likely include**

  - Powering Up, Projection Equipment
  - Conduct Projection Check
  - Relamping, Refocusing, Rehanging, Recircuiting Projection Equipment
  - Running Projection Equipment.
Performing other tasks as assigned
Power down the Projection Equipment and any necessary peripheral equipment after Rehearsal and Cuing is complete

**During Productions**

Attend all Performances at assigned call times. (see tech schedule for dates and times)

*Bring:*
Fair copy of all updated Cue Sheets (these should remain in booth after dress rehearsals begin)
Small Flashlight
Wear Blacks

Powering Up. Projection Equipment
Conduct Projection Check
Report completing of Projection Check to & provide Stage Manager with the Projection Check Report immediately following completion.
Perform all duties as assigned and as recorded
Take Cues from the Stage Manager during run of show
Power down the Projection Equipment and any necessary peripheral equipment after Performance is complete

**Strike**

Attend Strike (see tech schedule for dates and times)
Strike Projection Equipment
Assist in striking Lighting Equipment
Turn fair copies of Cue Sheets in to Stage Manager