Basic Job Description

The Assistant Lighting Designer is responsible for assisting the Lighting Designer as defined by the needs of the production. This may include taking notes, helping with research, attending meetings, and maintaining the artistic vision of the Lighting Designer. It is suggested that the Assistant Lighting Designer read the job description of the Lighting Designer to better understand the scope of what the Assistant will help with during the process of creating a production.

The Assistant Lighting Designer may or may not be invited to the initial meeting with the Director. This will be at the discretion of the Lighting Designer. If the Lighting Designer desires for the Assistant to be there, it is the responsibility of the Lighting Designer to tell the Assistant if there is any pre-production work that the Assistant needs to accomplish prior to this first meeting.

Responsibilities:

Design/Build Phase

- The AME may be asked by the ME to attend production meetings and/or otherwise help in the communication process.

Design/Build Phase

- Assist Lighting Designer with paperwork. The Lighting Designer is responsible for drafting his/her own plot
- The ALD may be asked by the LD to attend production meetings and/or otherwise help in the communication process
- The ALD may be asked by the LD to attend rehearsals

Load In/Focus

- Coordinate with the Lighting Designer, Master Electrician and Stage Manager about Focus
- Assist Master Electrician and Lighting Designer with load in and prep
- Run Focus
- The ALD may be asked by the LD to attend rehearsals

Tech/Dress

- Attend all tech/dress rehearsals
- Be present for and run focus note sessions and notes calls
- Coordinate with run crew/spots/deck LX board op
- Prep Q sheets

Strike/Post-production

- Return all necessary keys.

At any time throughout the production schedule the ALD may utilize the Faculty Advisors to help resolve any ambiguities in a particular project’s process. The Asst. LD MUST BE AT STRIKE.
Emerson Stage / Office of the Arts Policies

Preliminary Design Deadline (2 weeks before load-in)
- Plot and paperwork to Lighting Supervisor, OA and Master Electrician, ES
  - Complete Light plot with all accessories
  - Channel Hook-up
  - Pull list of all gear to be used in the production including cable, instruments, and all accessories (gel frames, template holders, etc.)
- Schedule meeting with Lighting Supervisor to go over paperwork (LD, ME)
- Develop budget for POs, research sources for equipment (ME)
  - For orders over $1000.00 get 3 (three) quotes
- Establish preliminary Load-In schedule (PS)

Final Design Deadline (1 week before load-in)
- Distribute finalized plot and paperwork (LD)
- Submit POs through Production Management, ES (ME)
- Load-In schedule sent to OA (PS)

Load In
- Hang, Focus, Load in rental package (LD, ME)

Dry Tech
- Begin to build cues, set levels, troubleshoot problems before actors arrive (LD, ME)
Guidelines for Light Plot Due Dates

The Preliminary Light Plot should contain:
• The total number of lighting instruments needed.
• Any effects or devices (moving lights, scrollers, hazers, etc...)
• The number of lights needed per position.
• The locations of lighting positions.
• Any special hanging requirements for positions (booms, lighting ladders, taildowns, etc...)

The purpose of the Preliminary Light Plot is for the Master Electrician to analyze:
• Position issues (relation to scenery, clearance for actors, etc...)
• Inventory issues
• How much rental equipment is necessary and how much it will cost.
• Figuring how much crew is necessary to load in the show.
• How many dimmers are necessary for the show.

Following the Preliminary Light Plot there should not be drastic changes to:
• The amount of lighting instruments needed.
• The rental equipment needed.
• The placement and number of lighting positions.

Once the Final Lighting Plot has been submitted and approved:
• The number of positions and their placements are finalized. They should not move nor have instruments added to them before load-in occurs.
• The rental order is finalized. Nothing that affects the rental price should change.

What can change after the final plot has been submitted and approved:
• Color may change within inventory.
• Accessories (Top Hats, Template Holders, Barn Doors) many change within inventory.
• Boom placements may shift, but not drastically.
• Cuts may occur, but not with expectation of additions in exchange.