

Keizer Homegrown Theatre
LIGHTING DESIGNER
JOB DESCRIPTION & DUTIES

PRE-PRODUCTION

1. Read the script and note the type of light it calls for in each scene.
2. Get ideas from the director about how light could be used to enhance the production concept.
3. Early meetings with the set designer are also important, because you must collaborate on how to achieve the desired “look” for the play. Work with the set designer for plot plan/zones for design.
4. Write a lighting plot/script and give to the technical director.

DURING PRODUCTION

1. Lighting designers attend occasional rehearsals to get a feel for the lighting cues and to plan how to light the actors as they move from place to place on stage. When the blocking is set, the lighting designer can start to work out which lighting instruments will be used and where each one will be located.
2. Keep track of the lighting budget and expenditures. Turn in receipts to the stage manager with a reimbursement form.
3. One month before opening, provide the producer with people to thank for the program.
4. Coordinate with the technical director to assure the lighting tech is trained. Educate them for problem solving.
5. Schedule a light hang – basic area lighting should be available as early in the rehearsal process as possible.
6. Program the lights. The light cues should be programmed two weeks before opening.
7. Provide for backstage lighting.
8. Provide/plan for backup fixtures for emergencies. A backup lamp should be ready to go, if one breaks.
9. Attend technical rehearsals.

POST-PRODUCTION

1. Oversee the lighting strike with practicals, lamps, backstage lighting, extension cords, etc.)
2. Clear the play program from the computer and make sure the basic house program is reinstated.
3. Clean the light booth.

THINGS TO GO IN LIGHTING FOLDER

1. KCC codes
2. Energy capacity for stage lights
3. Any light needs sources
4. Reimbursement forms