



751 Pike Springs Road
Phoenixville, PA 19460

LIGHTING TECHNICIAN JOB DESCRIPTION

Essential Responsibilities:

- Read the script several times, taking note of the overall story, theme and lighting needs.
- Consult the production calendar and note all due dates. It is important that you meet these dates because it affects the work of so many other people.
- Attend production meetings when required. Make sure the Stage Manager has all of your current contact information.
- Meet with the Director prior to tech week and agree upon the overall production and lighting concept.
- Complete a cue synopsis that details all lighting shifts and changes.
- Build cues, presets, set levels, special lighting, and effects.
- Check for the proper functioning of all necessary lights.
- Evaluate, plan, and rework all light cues as necessary. Continue polishing and improving cues and light plot until the final rehearsal. Please note that if a cue has not been seen on stage during a tech/dress rehearsal it should not be added at the last moment. There should be nothing new to see for an opening performance unless approved by the Director.
- Attend ALL tech week rehearsals and ALL performances.
- Be willing to work additional hours in the evenings and/or weekends when required.
- Ensure that the lighting board and tech area site is kept clean, organized, and free of litter.
- Strike all lighting and electrical items, when required.

Expected Code of Conduct

- Have respect and deference for the leadership and vision of the Director, with an understanding that the entire vision and trajectory of the show is under her control.
- Be self directed: to do your work without constant supervision and guidance.
- Speak up and assert your ideas respectfully and at the appropriate time.
- Notice when something needs done or someone needs help and jump in without being asked.

Each Workshop Production offers a \$500 compensation for tech week and performances.