



NYU-TSOA-UG DRAMA – Production & Design Studio

GUIDELINES FOR ASSISTANT LIGHTING DESIGNER



Time Commitment

When you agree to become an assistant designer for an Undergraduate Drama StageWorks Production you will be expected to work an average of ten to twenty hours per week during the design and construction periods. During the Tech/Dress period your time commitment may be higher. You will be expected to attend the weekly Production Meetings.

Duties

It is important that you read the play prior to beginning the duties listed below. Likewise it is VERY important that you communicate your goals and expectations for growth with your designer.

Design Period

During the design period you can expect to help with the following:

- Research
- Attend rehearsals with designer
- Learn the operation of ETC Controllers
- Draft
- Enter data for Lightwright
- Assist in light lab experimentation
- Act as liaison to the set designer for updates/changes
- Prepare color and template order

Hang & Focus Period

During the hang and focus period you can expect to help with the following:

- Attend hang and focus, help supervise if necessary
- Maintain plot and hook up
- Keep focus on schedule – and let designer know time factors
- Anticipate focus order - call out channel # to board op and tell designer the purpose
- Assist in wiring practicals
- Assist the master electrician

Tech/Dress Period

During the tech/dress period you can expect to help with the following:

- Attend all technical and dress rehearsals with designer
- Track cues
- Work with followspot operators; make tracking sheets
- Take notes (work & focus notes)
- Assist the note calls and organizing color changes

At Opening

- Make sure all the paperwork is up-to-date and clearly organized. Distribute final paperwork and running sheet to all interested parties.

Post-Show:

After closing you can expect to help with the following:

- Assist with strike – sort speciality items obtained for the production
- Assist with returns to rental house(s)

Please keep in mind, every show and designer is different. How you accomplish duties will vary as well as your responsibilities.