

Appendix H: Lighting Console Operator Checklist

General

The Lighting Console Operator reports to the Stage Manager (SM), the Lighting Designer (LD), and the Technical Director (TD). This crew member is often a member of the electrics crew prior to technical rehearsals, so a knowledge of the light plot and show cues is usually present. The Lighting Console Operator is responsible for running the light board during all performances and performs all light checks prior to the opening of house to ensure the equipment (boards, cords, bulbs, lights) works properly before each performance.

Prior to Technical Rehearsal

- Read the play.
- Assist Lighting Designer (LD) and Master Electrician (ME) in hanging, focusing, and cabling.
- Get training from LD or TD on how to use and program the light board, how to reboot the board (if necessary), how to recognize and receive Stage Manager (SM) calls, and how to handle emergencies or technical difficulties.

Technical Rehearsal

- Attend all Technical Rehearsals, Dress Rehearsals, and Performances at assigned call times provided by the SM.
- Get cue sheet from the SM or the LD.
- Take notes of any changes to cues as needed.
- Save all cues and changes made.
- Listen to SM for light cues.
- Once Technical Rehearsal is complete save light cues and power down board.
- Note any concerns or issues from the Director or SM and wait to be released.

Dress/Performances

- Arrive on or before your designated call time per SM.
- Wear departmentally approved backstage blacks.
- Turn on light board and pull up the current show's cue list.
- Run light check and let SM know when check is complete prior to the house opening.
- Make sure all problems are fixed before house opens.
- Wait for SM to cue you to turn off work lights and pull up pre-show lights.
- During the run of show you must stay quiet at all times.
- Listen to all cues from SM.
- Once the audience has completely exited the house, turn on work lights and power down light board.
- Clean up booth.
- Stay for notes or until released by SM.

Strike

- TD will supervise and organize strike.
- Assist the Master Electrician in taking down lighting instruments and wrapping cables.
- Help move the light board, if necessary.
- Help organize lighting storage.
- Do not leave strike until released by TD or SM.