

Appendix P:
Master Electrician Guidelines
Organization and Communication are the Keys

General

Under the supervision of the Lighting Designer (LD) and the Faculty Design Advisor, the Master Electrician (ME) is crew head for the lighting crew, which is responsible for implementing the hang and focus of the lighting for the show as well as maintaining the lighting throughout the run of the show.

Prior to First Production Meeting

- Become thoroughly acquainted with the play.
- Arrange hang/focus/cue schedule with production team.
- Create a current inventory of available equipment.
- Schedule to attend all production meetings.

First Production Meeting

- Take notes during Director and Designer presentations. Organize and ask questions accordingly. Wait until after the meeting to discuss concerns with the LD.
- Get a copy of the overall production schedule from the Technical Director (TD).
- Continually update and coordinate lighting schedules during subsequent Production Meetings.

Early Production Period/Prior to Hang and Focus

- Schedule to attend rehearsals with the LD to observe lighting needs based on scene changes, blocking and mood.
- Repair and maintenance instrumentation, cable and accessories, as needed.
- Check in continually with the LD to update lighting paperwork.
- Get light plot from the LD.
- Coordinate with the TD and LD to acquire gel, gobos or other lighting materials and equipment.
- Finalize hang and focus schedule.
- Prepare facility for hang and focus: organize all necessary personnel, equipment and paperwork.
- Discuss any practicals or special lighting/SFX needs with the LD, Director and the TD. Install these special units as scenic construction or lighting allows.

Hang and Focus

- Using the light plot, supervise the hang and rough focus.
- Document the circuit schedule and notify the LD if revisions need to be made.
- Assist the LD with "soft patching" the show. Notify the LD if revisions need to be made.
- Assist the LD with final focus. Plan to either run the light board, personally focus the instruments or stand onstage to direct the focus.

Prior to Technical Rehearsals

- Provide adequate lighting for backstage crew members including, but not limited to, Stage Manager, Assistant Stage Manager, Deck Hands, changing areas, etc.
- Schedule to attend all technical rehearsals.

Technical Rehearsals

- Check in with the Stage Manager at call time. Check with the Light Board Operator (LBO) to make sure the light board is turned on before each performance and off after each performance.
- Before rehearsal begins, work with the LBO to check all lighting instruments, lamps, special effects, etc., to see that they are in working order, in proper focus, and that gels are intact. This responsibility will transfer to the LBO after opening night.
- During technical rehearsals, watch and note any alterations that are needed in the plot of circuiting. Listen carefully to any discussions between the LD and the Director, but DO NOT offer advice unless consulted.
- All notes taken during a technical rehearsal must be resolved prior to the next rehearsal.

Performance

- Schedule to attend any Q&A events.
- Check in with your LD and LBO daily for issues. Any and all problems must be fixed BEFORE the next performance.
- Schedule to attend production photo shoot. Create a list of lighting photos for photo call. Discuss this list with the director prior to photo call.

Strike

- The TD will organize and supervise the strike.
- Return all departmental cable, gels, etc., to the proper light storage areas.
- Place instruments in light storage room as directed by TD.
- Clean up and put in order all areas of the theatre which in any way pertain to lighting the show.