



## **Gallery 7 Theatre & Performing Arts Society**

2051 Windsor Street, Abbotsford V2T 6L9

Ticket Reservations – House of James: 604-852-3701

Administration: 604-504-5940

[www.gallery7theatre.com](http://www.gallery7theatre.com)

### **Lighting Designer**

#### **Artistic Responsibilities**

- Work with the director and the other production designers to develop an appropriate production concept and lighting design that meets artistic, budgetary, liability and resource goals.
- Locate, secure, and arrange delivery of purchased, borrowed and/or rented lighting instruments and accessories.
- Ensure that all borrowed and rented lighting instruments and accessories are returned to the appropriate owners as soon as possible, and no later than one week following the closing night performance.
- Conduct the light hang, ensuring that all lighting instruments and accessories are safely secured and plugged in.
- Lead the volunteer team assisting in the lighting department, working hard to create an atmosphere of professionalism, respect, care, encouragement and fun.
- Have lighting design fully functional by technical rehearsal.
- Attend technical and dress rehearsals as required to make changes to the lighting design where necessary, to provide and receive feedback to/from the director and performers in matters related to the lighting design, and to ensure the lighting design is ready for performances.

#### **Administrative Responsibilities**

- Attend design and production meetings as required.
- Obtain a script and the appropriate lighting cue forms from the Gallery 7 office
- Prepare the necessary paperwork so the lighting design may be executed professionally.
- Submit any drawings, models, concept art and records related to the lighting design to the Gallery 7 office at the conclusion of the production run.
- Coordinate with the director appropriate times to discuss lighting design needs. These meetings should be held at times where enough opportunity is given to accomplish all tasks associated with the lighting design in a professional and timely manner.

- Attend, along with the lighting operator, a run-through of the production prior to technical rehearsal.
- Conduct any necessary maintenance on lighting instruments, accessories, and other associated equipment as appropriate.
- Provide to the Artistic Director a list of donors and volunteers who assisted in the completion of the lighting design for inclusion in the production program. This is requested also so that appreciation notes can be sent to donors and volunteers by the Gallery 7 office.
- Ensure that all lighting design expenses are made within established budgetary guidelines
- Seek clearance from the Artistic Director if/when expenses are expected to exceed budgetary guidelines
- Submit to the Gallery 7 office receipts for reimbursement by the 13<sup>th</sup> and 28<sup>th</sup> of each month

### **Performances**

- Attend the opening performance, if possible.
- Attend closing performance and strike.