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**GUEST LIGHTING DESIGNER**

**Job Description**

**Guest Lighting Designer** reports to the Production Manager and Artistic Director. \*All designs are subject to the approval of the Artistic Director.

Job Duties:

* Provide light plot and associated paperwork for the artistic concepts of the Director within budgetary constraints established for the production.
* Generate and update additional lighting paperwork such as Instrument Schedule, Circuiting, and Patching for the light plot.
* Lead and supervise hang and focus.
* Run light board for dry and paper technical rehearsal production.
* Check rehearsal reports email on a regular and consistent basis, and respond to emails in a timely manner.
* Provide for a look at the cues two days before technical rehearsal.
* Accomplish and supervise all lighting notes during tech and run of show.
* Attend all production meetings either in person or remotely.
* Create a schedule for the execution and implementing the design through coordination with production manner or technical director.
* Designer agrees to schedule adequate time with the Director for design execution; work within the existing inventories/restrictions of New Stage Theatre; set cues with Stage Manager and Director at "paper tech" and build light cues with Director and Stage Manager during "dry tech” as necessary.
* Designer agrees to become familiar with safe operating procedures of working with light equipment and ladders (must always have one other person present in the theatre when working on a ladder.)
* Return all borrowed items in original condition.
* Provide paperwork that enables the proper hanging of instrumentation to its original hang.