



Notes for Lighting Operators

The role of the Operator :

- to operate the Lighting equipment during the technical/dress rehearsal and performances of the production
- to work with the Director and Lighting Designer to determine the cues and levels required, to note these in an appropriate way
- to operate the cues in an effective manner at each rehearsal/performance

To give the Operator more involvement in the show, the cues are not usually given by the Stage Management. Apart from the start of each Act or where the cue cannot be judged by the operator (e.g. an off-stage costume change), Operators take cues from a marked-up script or visual cues from the stage. This gives the Operator more responsibility and, hopefully, leads to feeling part of the production rather than simply a technician.

Rehearsals

The Operator will be invited by the Director, Stage Manager, or Lighting Designer to attend one or more run-through rehearsals prior to the get-in. This is the opportunity to meet the cast and crew and see the show for the first time. Shows vary in complexity and, by now, there should be a clear idea of what is required. The Operator may also be given a copy of the script, possibly already containing the cues, but this varies from show to show.

Get-in/technical rehearsals

The Operator is expected to be available for the get-in, working with their Designer to help rig and test equipment. Later in the day, a technical rehearsal will begin where the lighting states are created. Although driven by the Director and Lighting Designer, the Operator is an important part of this process and is responsible for making sure the script has all the information necessary to run the show. Although this is the usual routine, it may vary depending on the get-in schedule.

If a cue or an operation is not clear, ask for clarification. If you want to practice a sequence of cues, again, ask, as this is probably the only occasion there will be time to do this. By the end of the 'tech', all the necessary information should be in the Operator's script. It is useful to consider that if you should be suddenly unavailable to operate a performance, someone else could run the show from the script. Ideally, the marked-up script should not be taken away.

Performances

Unless previously arranged with the Stage Manager and cover has been arranged, the Operator will work on all the performances. Arrive at the theatre with plenty of time to setup and check the equipment. Keep in touch with the Stage Manager to confirm that all is well and you are ready for the audience to be let in.

Strike

The Operators are expected to be available for the get-out after the final performance. Depending on the show, equipment may need to be derigged and stored. Remove all scripts, notes, sweet wrappers, cups, etc from the operating area and leave it clean and tidy for the next show.

In the Theatre : what you need to do for each performance

Opening up

If you are the first in :

Fire alarm:	Switch to 'Heat only'. ONLY required if smoke/haze machines are used in show
Main stairs:	Switch on staircase lights (wall switch at bottom or top of stairs)
Theatre door:	Unlock door

Working lights: Switch on Working Lights (beside theatre door)
Exit lights (SR): Switch on SR Exit light (next to Working Light switch)

In 'Box'

Switch on main Lighting Control switch to left of Lighting Desk
Switch on House Light Up and Down switches to left of Lighting Desk
Switch on Lighting Desk (top right of the touch screens)

At rear of stage

Switch on light (switch at bottom of mezz stairs)
In top mezzanine room, on the main power cabinet (grey cabinet beside dimmer racks), switch on all switches marked in blue (dimmers, tech power sockets and DMX distro)
Switch off top mezz room light
Switch on SL Exit sign (switch by door to Dressing Room)

Perform lighting check

Before the audience is let in

Set Pre-show and House Light/roof state
Switch off Working Lights (switch on panel by desk)
Tell SM that Lighting is ready for House to be opened

Closing down

When the audience is clear

Switch on Working lights
Go to Cue '0' (black out)

In 'Box'

Power down Lighting Desk via menu sequence
Switch off House Lights Up and House Lights Down
Switch off main Lighting Power switch

Radio comms

If you have a radio set, return it to the SM or charging station

If you are the last out

Check that no one else is in the theatre, dressing room or toilets

Power:	Upper Mezz Room: at main power cabinet, switch off switches marked "Switch Off at night" only .
Theatre:	Switch off aircon – instructions next to controller by Lighting Desk
Dressing Room:	Switch off aircon, ceiling and mirror lights and any other electrical items including relay monitor. Close door
SM room and toilets:	Check taps are off. Switch off lights, monitor etc.
Fire escape:	Check fire escape door is closed
Corridor:	Switch off corridor lights
Stage door:	Close door from stage
SL Exit sign:	Switch off
SR Exit sign:	Switch off
Working Lights:	Switch off
Theatre door:	Close and lock
Stair lights:	Switch off

Fire alarm: If the fire sensors have been switched to 'Heat only' (e.g. for smoke or haze machines) reset to 'Smoke + Heat'