PRODUCTION ELECTRICIAN

NAME:

PRODUCTION:

---

1) Applicable Dates

The parties hereby acknowledge that the timeline for the production is as follows:

Meet & Greet	DATE
LX Preliminary Designs	DATE
LX Final Designs	DATE
First Rehearsal	DATE
Load-In	DATE
Tech	DATE
Opening	DATE
Closing	DATE
Strike	DATE

2) Services/Duties

a) Design Phase:
   i) The Production Electrician/ Lead Electrician is available to the production team to consult on design implementation questions.
   ii) The Production Electrician/ Lead Electrician should attend design meetings as requested, consult with the designer on overall scope of show, facilities, or materials issues, and provide estimates as needed.

b) Required OA Paperwork
   i) Equipment Pull List: You will need to list house gear, rental gear, AND rigging hardware. If there is a piece of gear that will be used in executing the hang of the light plot it needs to be on this list.
   ii) Power and Data Plan: If there is intelligent gear in your plot this piece of paperwork must be completed.
   iii) You are welcome to use any of the other paperwork as templates if you find them useful. Please note that venue information for each space can be found in the Venue Information link in the Resources menu on esproduction.org This includes inventories, drawings, Vectorworks files, and Lightwright files, all of which are direct links to the most up to date paperwork that OA keeps.
   iv) This paperwork should be a part of your preliminary and final paperwork phases.
   v) OA will generally try to meet with you face to face between the preliminary and the finals paperwork due dates regarding equipment and to make sure that you are familiar with the space, safety procedures, and the rep plots for the spaces that require a plot to be struck and re-hung.

c) Build Phase:
   i) The Production Electrician/ Lead Electrician oversees the build of any elements using practicals in the production.
   ii) The PE/ LE must attend production meetings through the build phase to keep the production team advised of progress
   iii) The PE/ LE must be available to answer questions.

d) Load In/Hang:
   i) Expendables Procurement Procedure: Two weeks prior to load in, the production supervisor/PMA will reach out with the base quantity of expendables. Should the production require a higher quantity of base expendables or an item that is outside of the provided list communicate this to the production supervisor/PMA.

ii) The Production Electrician/ Lead Electrician works with the Technical Director, Production Flyman, Production Supervisor, and other department heads to optimize the time and space available to everyone.
iii) The Production Electrician/ Lead Electrician works with the Technical Director and Production Flyman in coordinating any rigging needs of the Lighting Department. The PE/ LE is responsible for all necessary rigging materials required by electricians.
iv) The PE/ LE supervises the installation of all lighting equipment, ensuring that it is installed in a safe manner.
v) During work calls, the Production Electrician/Lead Electrician is responsible for providing information and support to the AME and lighting crew in relation to the task at hand.
vi) Under no circumstances shall the rep loudspeaker systems nor related audio infrastructure systems in any theater be altered or tampered with in any way. This includes:
    1) Relocating, refocusing or modifying all rep loudspeakers and associated rigging hardware.
    2) Unplugging or modifying any cabling associated with any rep loudspeakers.
    3) Altering any amplifier or processor settings for any rep loudspeakers
    4) At no time shall any materials, not approved by the manufacturer or OA, be attached to any loudspeaker that would either compromise its ability to function normally, or compromise the structural integrity of the loudspeaker or its associated hardware.
    5) No lighting fixture nor associated accessories shall be placed in close proximity to any rep loudspeaker such that it impedes the ability of the loudspeaker to function or cause damage to any of the components (e.g. excessive heat or electrical shock).
vii) Installation of all lighting elements should be complete by the end of the hang period unless otherwise dictated by the schedule/scenic elements.

e) Cue Writing:
i) The Production Electrician/ LE is responsible for organizing all necessary elements for cue writing sessions as listed on ES Production website.
ii) The Production Electrician/ LE is responsible for educating the board-op and other lighting run crew members regarding their duties during the tech and run of the show.

f) Tech/Dress:
i) Production Electricians and Lead Electricians are required to attend all technical rehearsals.
ii) Assistant(s) schedules for technical rehearsals can be on a rotation, based on the needs of the production and the electrics teams. This is to be scheduled by the Production or Lead Electrician. Due consideration will be given to exceptions requested in advance and will be granted on a case by case basis by the Production Manager for Emerson Stage.
iii) The Production Electrician/ Lead Electrician is responsible for completing the focus, hang, placement, or notes lighting elements as discussed with the Lighting Designer.
iv) The Production Electrician/ Lead Electrician is also responsible for installing any cue lights and patching them to the cue light control box on the SM Tech Table as indicated on the cue light plot.
v) After a notes meeting, the PE/ LE works with the Production Supervisor to prioritize notes and staff the work sessions required to complete the list to date.
vi) The PE/ LE compiles all information needed by the run crew and/or Stage Manager and provides them with the information in an organized fashion.
vii) The PE/ LE works with the board-op to complete a dimmer check and fix any problems before each dress rehearsal.
viii) Each night the PE/LE must make a written report that is immediately delivered to their advisor which details the events of the day and expectations of issues that will be dealt with before or during the next scheduled call.
ix) The Production Electrician/ Lead Electrician is on call and on campus during all performances. Assistant Lead Electricians cannot be on call alone without express permission of the Emerson Stage Production Manager. Any change in who is on call must be communicated to Production Supervision and Stage Management.

x) The Production Electrician/ Lead Electrician works with the board-op to complete a dimmer check and fix any problems before each performance.
xi) The PE/ LE works with the Technical Director to schedule the strike of the show.

g) Strike/Post Production:
   i) The Production Electrician/ Lead Electrician supervises the dismantling of the lighting equipment and restoration of the lighting system in a safe manner.
   ii) The PE/ LE is responsible for the return of stock, borrowed, or rented items. The facility staff must be included in any strike decisions that affect the use of the shops.
   iii) The PE/ LE coordinates with the staff of the next project and incorporates as much "change-over" as is practical.
   iv) Failing any "change-over" agreement, the PE/ LE must return the theatre to its "Rep" condition as determined by the Assistant Lighting Supervisor for the Office of the Arts.
   v) The Production Electrician/ Lead Electrician is responsible for getting a final budget of "Actuals" to the Production Supervisor/Manager and Assistant Lighting Supervisor for Office of the Arts.
h) At any time throughout the production schedule the Production Electrician/ Lead Electrician may utilize the Office of the Arts Lighting Supervisor to help resolve any ambiguities in a particular project's process.
i) Production Electrician/ Lead Electrician should utilize ES Production website to reference lighting plot guidelines.

This contract serves as a guideline of your role in this production. It has been created to lay out certain expectations of your position and not created as a training manual for your role. There are many components to your position that are beyond the scope of this contract and those elements are found in your classwork & training. Please speak to your advisor regarding any and all of those responsibilities.

Learning Expectations:

- Overall interpersonal and communication skills.
- Ability to work as a member of a collaborative production
- Ability to work and communicate with production staff.
- Ability to effectively work with your team.
- Good time management skills.
- Ability to remain calm in high-stress situations and be a leader to many.

Collaboration Standards and Expectations

At Emerson Stage, the production process is rooted not only in artistic excellence but also in ethical, professional, and educational collaboration. This contract affirms that the Designer's work will align with the Standards for Theatre Collaborations in Educational Institutions, a framework based on the Chicago Theatre Standards and adapted for our educational community.

The Electrician agrees to:

- Foster a respectful, inclusive environment that supports all members of the production team
- Maintain transparency and open communication, including proactively seeking and offering constructive feedback throughout the production process.
- Uphold educational principles, supporting both their own learning and the growth of their collaborators through collaboration, professionalism, and mentorship.
- Respect roles and responsibilities, recognizing that collaboration involves both artistic ownership and shared accountability.
- Participate in feedback and reflection, contributing to a culture of continuous learning by engaging in structured post-production evaluations.

Key expectations include:

- Communicating changes, challenges, and concerns promptly and professionally.
- Supporting consent-based collaboration by involving relevant team members in all significant creative decisions.
- Advocating for solutions when conflict arises, utilizing established institutional support systems when necessary
- Prioritizing safety, equity, and academic balance during all stages of the production process.

These standards are intended to foster a working environment that prepares Designers for the professional world while protecting the educational mission of Emerson College. By signing this agreement, the Designer affirms their commitment to upholding these standards as a core part of their design practice during this production.

3) Budgets

a) The EmStage staff is responsible for maintaining budgets. The PE/LE agrees to work in collaboration with the Production Manager and Lighting Designer to ensure the best use of resources.
b) The Production Electrician is responsible for assembling a production estimate based on preliminary discussions with the Lighting Designer. This estimate should be distributed to the Lighting Designer, Production Supervisor, and the Staff/ PA Lead Electrician.
c) Each of the following production requirements must be estimated:
    i) Material costs
    ii) Equipment/rental costs
    iii) Load-in time for load in schedule
    iv) Run crew requirements
    v) Strike labor hours
    vi) Strike linear time
    vii) Budget overlaps with other departments
d) NOTE: Electrics Expendables such as Tie Line, Gaff Tape, Receipt Tape, Markers, etc. are not an expense against the Lighting Budget. See Expendables section of this agreement for details and ordering procedure.
e) The Production Electrician works with the entire team to ensure all production items are estimated. Labor and space estimating must respect the needs of other productions. The PE works with the TD, Production Supervisor/Manager and the shop supervisors to identify overlaps between their show and other projects or classes. In the event that the proposed design exceeds the available resources, the PE/ME works with the entire production team to identify strategies for savings.
f) NOTE: All rentals, purchases or otherwise must be approved by the Emerson Stage Production Manager as no student is authorized to spend any Emerson Stage funds.
g) Note: Lighting designs or technical approach to those designs will not proceed without budgets approved by the Staff Production Manager. UNDER NO CIRCUMSTANCES SHOULD PERSONAL MONEY BE USED FOR A PRODUCTION WITHOUT REIMBURSEMENT PRE-APPROVAL FROM THE EMERSON STAGE PRODUCTION MANAGER.

4) General Release

General Release for use of name, likeness, image, voice, performance, and/or biographical information.
Note: THIS IS A RELEASE OF LEGAL RIGHTS — READ AND UNDERSTAND BEFORE SIGNING

In consideration for the opportunity to have my work or other promotion material distributed by or through Emerson College ("Emerson"), I hereby authorize Emerson or those it designates, to record and publish my name, likeness, image, voice, performance, and/or biographical information on film, videotape, audiotape, electronic media or otherwise ("Recordings") for use, in whole or in part, in perpetuity worldwide by Emerson and those designates for educational, scholarly, promotional, job placement, or other purposes, in any format or media now know or later created.

I consent to the use of my name, likeness, image, voice, and biographical material in connection with the Recordings.

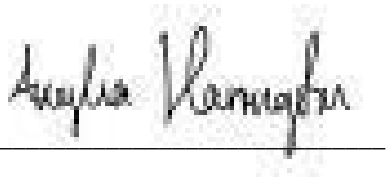
I grant and assign to Emerson all right, title, and interest in and to the Recordings, including without limitation, copyright.

I confirm that:

a) I have the right to enter this agreement
b) My performance and the rights granted in this agreement will not conflict with or violate any commitment I have with any other person or entity
c) Emerson has no financial obligation to me for the Recordings or this agreement
d) I am solely responsible for the content and accuracy of any and all Recordings and material supplied under this agreement. Accordingly, I confirm that none of the Recordings and material supplied under this agreement. Accordingly, I confirm that none of the Recordings or other material supplied under this agreement infringes on any copyright, trademark, right of privacy, or any other right of any other person or entity, and that nothing contained in the material supplied under this agreement is in any way false, libelous, obscene or otherwise contrary to law.
e) I am aware that the Recordings and other related material supplied under this agreement may be protected from involuntary disclosure under the Family Educational Rights and Privacy Act (FERPA) I hereby authorize Emerson to disclose the Recordings and any material contained in them. And further release Emerson and any person acting on its behalf from any and all liability in any way related to or arising out of such disclosure.
f) I understand that Emerson may publish or otherwise make Recordings and information contained in the available to the public through, among other means, the Internet. I further understand that Emerson cannot police, regulate, or otherwise control use of released into the public domain.
g) I understand that in the event Emerson publishes Recordings supplied under the terms of this Release in and format and/or posts such Recordings on any site, web page, or other electronic media, Emerson may, in its sole discretion cease or recall and such publication and/or remove or take down any such electronic media at any time without prior notice.
h) I understand that neither this Release, nor any of the statements contained in this Release, in any way obligate Emerson to publish to post Recordings supplied under this Release.
i) I understand that the terms of this Release shall apply to any updates or revisions which I may make to any Recordings or related information supplied under the terms of this Release and that Emerson is not required to obtain a new release concerning any such update or revisions prior to publishing or posting such updated or revised Recordings.
j) I understand that nothing in this Release shall relieve me of my obligations under any Emerson rules, policy, or handbook provision.

I hereby release, discharge, and agree to hold harmless Emerson, its trustees, officers, employees, agents, representatives, affiliates, and any and all persons or entities acting on their behalf or pursuant to their permission, authority, direction or control from any liability (including, without limitation, any liability for negligence and liability arising out of the conduct of third parties) for any injury that may occur to me while performing or appearing in the Recordings or in any way arising from any and all liability to me or to my successors, heirs, or assigns for any claims, including without limitations, claims for libel, defamation, exercise of rights granted under this agreement.
This agreement represents my entire understanding with Emerson concerning the material supplied hereunder. I have read this Release prior to signing it, and I understand and agree to its contents. This agreement may not be amended unless Emerson and I agree in writing. This agreement, which has been signed as a contract under seal, will be governed by and constructed under the laws of Massachusetts (excluding its conflicts of laws principles).

‘’



Production Electrician
Date

Production Manager
Date