

LIGHTING DESIGN & TECHNOLOGY COMMISSION

LEADERSHIP POSITIONS DUTIES, RESPONSIBILITIES AND EXPECTATIONS

Introduction

The following information brings together in one reference most of the guidelines, procedures, business practices, and explanations that pertain to the "business" of LD&T Commission activities. It has been developed in a format that helps facilitate the constant updating that will be necessary as the Commissions continue to work and grow. As you become increasingly familiar with the "ins and outs" of the many facets of Commission business, you will undoubtedly contribute to the refinement of this manual and help others in this valuable and important work.

This manual will be reviewed every 3 years for policy and procedural revision content and on an annual, or as needed basis, for Commission leadership updates.

Everyone who participates in Commission Leadership is a Volunteer, including the commissioners themselves. As a body we recognise, appreciate, and value the time and efforts of every volunteer in the commission. Everything that happens throughout the year, at conference, and through our ongoing work on recommended practices and documentation only happens because of volunteers like you. We honor the volunteers who came before us and try our best to pave the road for those who will volunteer after us.

Mission, Values, & Vision

- USITT's most up-to-date mission, core values, and vision can be found online at: https://www.usitt.org/about

- The Mission of the USITT Lighting Design and Technology Commission is to serve the lighting profession by providing a forum for dialogue and information relating to excellence in lighting design, technology, and production, associated research and development, and lighting education.

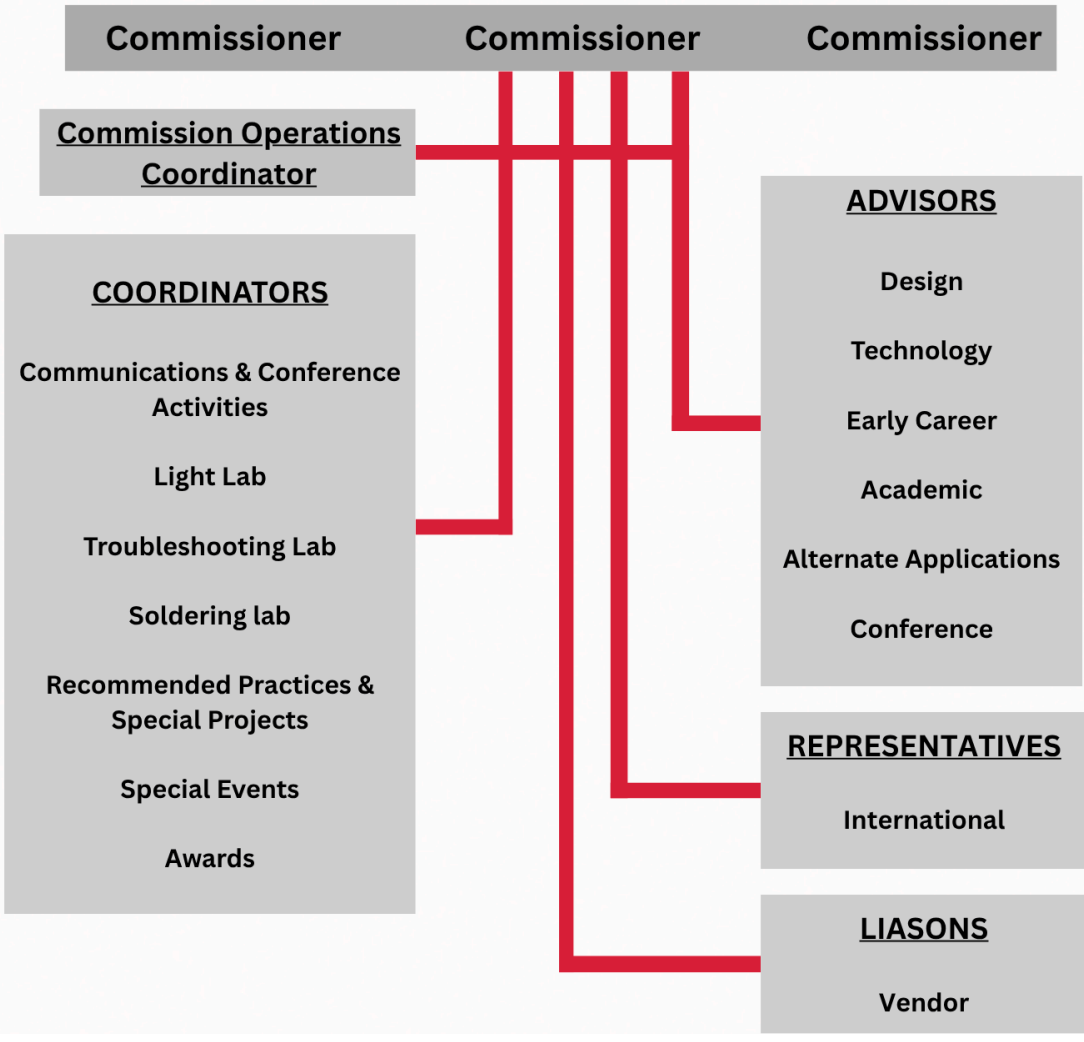
- USITT's By-Laws can be found at https://www.usitt.org/policies/bylaws

USITT.

POWERING LIVE ENTERTAINMENT

LIGHTING DESIGN & TECHNOLOGY COMMISSION

Leadership Structure



Commissioners

The Commissioners are the principal leadership and guidance humans for the Commission. These individuals are charged with determining and facilitating the short and long-term vision and goals for the commission. They are appointed by the board of directors for a 1-year term with a maximum set at 6 terms. (The specific duties of the Commissioners are numerous and may vary, but some of them are enumerated below). Specific duties may be divided as needed between Commissioners. The three co-commissioners are co-equal in responsibility and authority, and serve staggered terms to ensure a smooth leadership transition. With one commissioner's term ending every year to allow for onboarding of new leadership. Each year, one commissioner will serve as the "Programming Commissioner" For the national office to maintain a single point of contact for eShow contents, scheduling, session chair information, and materials conversations.

Duties and Responsibilities:

1. Provide leadership and oversee the day-to-day workings of the commission while working to fulfil the commission current goals.
2. Seek new projects and maintain forward momentum on existing projects.
3. Develop and maintain interest in Commission activities with our constituents (a balance between professionals, manufacturers/distributors, educators, and students).
    a. Solicit engagement within the Commission to support the projects, programs, and initiatives of all areas of USITT.
    b. Communicate regularly with the other Commissions and membership through appropriate USITT print and electronic channels as well as through outlets like email, Basecamp, LINK, social media groups, or Listservs
4. Coordinate Commission meetings to be held at least 4 times a year (Virtual and/or In-Person).
5. Appointment of Commission leadership.
    a. Coordinators, Advisors, Liaisons and Representatives.
    b. Coordinating various additional leadership assignments as needed.
6. Appoint individuals as required to interface with other groups and commissions as needed (i.e. working groups, board committee reps, and subject matter expertise).
7. Create necessary reports and proposals as required by the national office and board of directors.
8. Be the primary Commission contact for programming.
    a. Generate annual conference programming in consultation with the leadership and commissions' constituents.
    b. Ensure the deadlines in the USITT Programming Handbook are met each year.
9. Represent the Commission at special functions and interests (attendance at PDW's and national conferences, USITT leadership meetings/functions, respond to inquiries as requested by the national office, etc.).
10. Submit updated leadership directory information to USITT national office.
11. Develop future leadership through guidance, mentorship, and succession planning.

Expectations

1. Establish the work ethic and tone for Commission activities.

2. Coordinate programming for the upcoming conference.
    a. Ensure that the programming slate matches what the commission constituents expressed during planning sessions.
    b. Recommend Session presenters.
    c. Coordinate with session chairs to ensure well prepared quality programming.
    d. Supervise sessions and partner with session chairs as needed.
    e. Oversee Labs
3. Attend Commission Sessions (there is no set number, we realize you may have other obligations at the conference).
    a. Help spark ideas for future conferences.
    b. Identify future panelists for session chairs.
4. Lead LD&T Commission Meetings
5. Participate in the typical business of the commission
    a. Interact with our social media channels by liking, commenting, or sharing often.
    b. Bring someone new to the conference commission meeting
    c. Forward content to the communications coordinator for social media.
    d. Nominate someone for DAA
    e. Nominate someone for leadership the following year.
6. Work on special projects and sessions during the year.
7. Communicate frequently with other commissioners
8. Ensure that award nominations and adjudications are conducted according to the most recent process.

Prerequisites:

An individual serving as a Co-Commissioner must have served the Commission in the role of coordinator (Communications, Light Lab, Special Events, etc.) for two terms or held an equivalent position or with another commission before being appointed to a Commissioner position.

Estimated Time Commitment

250 Hours per Year

Appointment

Appointed by other active commissioners, submitted to the commissions council and executive direct for approval by the board of directors for a 1-year Term with a maximum set at 6 terms.

Conference Expectations of Leadership

The National Conference requires a lot of people to run smoothly. Most Leadership positions within the lighting commission have duties at the national conference, but not all. If you are unsure whether you need to attend the conference, please reach out to the commissioners.

1. Work a slot in a lab
2. Attend the commission meeting.
3. Bring someone new to a commission meeting
4. Participate actively in the conference group chat.
5. Be willing to help when needed.
6. Take and send pictures to the Communications Coordinator for Social Media.
7. Attend the lighting mixer
8. Attend Lighting Commission Sessions
9. Generally promote the commission programmed content.

Some positions require a lot of work at the conference, such as lab coordinators. These individuals may be excused from certain overall expectations.

Commission Operations Coordinator

The Commission Manager serves as a central organizational and communication resource for the Commission leadership team. This role helps coordinate equipment, resource, and logistical needs across Commission sessions, labs, and MainStage activities while supporting Commissioners in tracking deadlines, deliverables, and conference-related responsibilities. The Coordinator also assists in gathering, organizing, and disseminating information among Commission leadership roles to help maintain clear and consistent internal communication. This role works directly with the Commissioners and Commission leadership team and does not communicate directly with the National Office. Rather, the Coordinator supports the Commissioners by helping relay information to and from leadership so the Commissioners can correspond with the National Office as needed.

Duties and Responsibilities:

1. Serves as a central communication and organizational resource for Commission leadership.
2. Coordinate equipment, resources, and logistical needs for sessions, labs, and MainStage
3. Help the commission meet deadlines and deliverables.
4. Work directly with the commissioners to maintain clear and consistent communication across the commission.
5. Work with the communications coordinator to assist in disseminating information.

Expectations:

1. Respond to all communications in a timely manner.
2. Create and Fulfill SMART Goals
3. Communicate with Commissioners and Leadership on a regular basis
4. Help ensure teams are staying on track for deliverables and deadlines.
5. Participate in the typical business of the commission
    a. Interact with our social media channels by liking, commenting, or sharing often.
    b. Bring someone new to the conference commission meeting
    c. Forward content to the communications coordinator for social media.
    d. Nominate someone for DAA
    e. Nominate someone for leadership the following year.
6. Attend at minimum 75% of all commission and leadership meetings
    a. If you are unable to attend meetings follow up with the commissioners in a timely manner to discuss what was missed
    b. Watch recordings of meetings if available.

Estimated Time Commitment: 80 Hours Per Year
Appointment: 1 Year

Coordinators

Coordinators are leadership positions that manage and facilitate a division of the commission operations. They often require a higher time commitment than advisors or liaisons and are higher responsibility. Coordinators ensure the smooth operations of the commissions' work both during conference and throughout the year. In order to qualify to be a commissioner, an individual must volunteer as a coordinator for at least 2 years.

Communications

The Communications Co-Coordinators facilitate communication to the membership of the LD&T Commission. Provides an avenue for communication regarding the development and implementation of various programming, specifically related to all areas of lighting. Serves as a direct external point of contact for LD&T Commission communication. Manages and maintains an active social media presence for the LD&T Commission in coordination with Commissioners. Supports conference activities (such as portfolio reviews and tech challenge) and works with the awards coordinator to support poster sessions.

Duties and Responsibilities:

1. Facilitates communication to the membership of the LD&T Commission.
2. Provides an avenue for communication regarding the development and implementation of various programming, specifically related to all areas of lighting.
3. Serves as a direct external point of contact as needed.
4. Create and implement social media strategy and maintain an active social media presence for the LD&T Commission in coordination with Commissioners.
5. Supports conference activities (such as portfolio reviews and tech challenge) and works with awards coordinator to support poster sessions.

Expectations:

1. Respond to all communications in a timely manner.
2. Create and Fulfill SMART Goals
3. Post regularly on social media keeping the constituents up to date and engaged and post regular reminders to the membership and track upcoming events and deadlines
4. Regularly update the Linktr.ee links
5. Participate in the typical business of the commission
    a. Interact with our social media channels by liking, commenting, or sharing often.
    b. Bring someone new to the conference commission meeting
    c. Forward content to the communications coordinator for social media.
    d. Nominate someone for DAA
    e. Nominate someone for leadership the following year.
6. Attend at minimum 75% of all commission and leadership meetings
    a. If you are unable to attend meetings follow up with the commissioners in a timely manner to discuss what was missed
    b. Watch recordings of meetings if available.

Estimated Time Commitment: 80 Hours Per Year

Appointment: 1 Year

Troubleshooting Lab

The Troubleshooting Lab Co-Coordinators coordinate and implement the Troubleshooting lab for the annual conference. They work directly with, sponsors, manufacturers, and vendors as necessary. All information comes to the commissioners for communication with the National Coordinate and/or specify the equipment needed and work with the Commissioners to promote the Lab and create a sign-up schedule. Coordinate the creation sample projects for the Lab. Responsible for the recruitment and training of volunteers to load-in and monitor the Lab. Acts as the on-site troubleshooter(s) for the assigned Lab events as necessary.

Duties and Responsibilities:

1. At least one co-coordinator must attend National Conference
2. Coordinate and implement the lab for the annual conference.
3. Coordinate load in for the national office, manufacturers, and vendors as necessary.
4. Work with the communications coordinator for the recruitment volunteers to load-in and monitor the Lab at the annual conference.
5. Training volunteers.
6. Coordinate and/or specify the equipment needed and work with the Programming Commissioner to promote the Lab and create a sign-up schedule.
7. Coordinate the creation sample projects for the Lab.
8. Acts as the on-site troubleshooter(s) for all Lab events as necessary.

Expectations:

1. Respond to all communications in a timely manner.
2. Create and Fulfill SMART Goals
3. Keep commissioners up-to-date with the progress of the lab.
4. Ensure confirmation of all equipment either with sponsors or manufacturers.
5. Participate in the typical business of the commission
    a. Interact with our social media channels by liking, commenting, or sharing often.
    b. Bring someone new to the conference commission meeting
    c. Forward content to the communications coordinator for social media.
    d. Nominate someone for DAA
    e. Nominate someone for leadership the following year.
6. Attend at minimum 75% of all commission and leadership meetings
    a. If you are unable to attend meetings follow up with the commissioners in a timely manner to discuss what was missed
    b. Watch recordings of meetings if available.
7. Document all work in the LGT Commission Google Drive for future coordinators.

Estimated Time Commitment: 80 Hours Per Year

A significant amount of time at the annual conference.

Appointment: 1 Year

Soldering Lab

The Soldering Lab Co-Coordinators coordinate and implement the Soldering lab for the annual conference. They work directly with sponsors, manufacturers, and vendors as necessary. They work directly with, sponsors, manufacturers, and vendors as necessary. All information comes to the commissioners for communication with the National Office. Coordinate and/or specify the equipment needed and work with the Commissioners to promote the Lab and create a sign-up schedule. Coordinate the creation sample projects for the Lab. Responsible for the recruitment and training of volunteers to load-in and monitor the Lab. Acts as the on-site troubleshooter(s) for the assigned Lab events as necessary.

Duties and Responsibilities:

1. At least one co-coordinator must attend National Conference
2. Coordinate and implement the lab for the annual conference.
3. Coordinate the load in for the national office, manufacturers, and vendors as necessary.
4. Work with the communications coordinator for the recruitment volunteers to load-in and monitor the Lab at the annual conference.
5. Responsible for training volunteers.
6. Coordinate and/or specify the equipment needed and work with the Programming Commissioner to promote the Lab and create a sign-up schedule.
7. Coordinate the creation sample projects for the Lab.
8. Acts as the on-site troubleshooter(s) for all Lab events as necessary.

Expectations:

1. Respond to all communications in a timely manner.
2. Create and Fulfill SMART Goals
3. Keep commissioners up-to-date with the progress of the lab.
4. Ensure confirmation of all equipment either with sponsors or manufacturers.
5. Participate in the typical business of the commission
    a. Interact with our social media channels by liking, commenting, or sharing often.
    b. Bring someone new to the conference commission meeting
    c. Forward content to the communications coordinator for social media.
    d. Nominate someone for DAA
    e. Nominate someone for leadership the following year.
6. Attend at minimum 75% of all commission and leadership meetings
    a. If you are unable to attend meetings follow up with the commissioners in a timely manner to discuss what was missed
    b. Watch recordings of meetings if available.
7. Document all work in the LGT Commission Google Drive for future coordinators.

Estimated Time Commitment: 80 Hours Per Year

A significant amount of time at the annual conference.

Appointment: 1 Year

Lighting Lab

The Lighting Lab Co-Coordinators coordinate and implement the Lighting lab for the annual conference. They work directly with the, sponsors, manufacturers, and vendors as necessary. They work directly with, sponsors, manufacturers, and vendors as necessary. All information comes to the commissioners for communication with the National Office Coordinate and/or specify the equipment needed and work with the Commissioners to promote the Lab and create a sign-up schedule. Coordinate the creation sample projects for the Lab. Responsible for the recruitment and training of volunteers to load-in and monitor the Lab. Acts as the on-site troubleshooter(s) for the assigned Lab events as necessary.

Duties and Responsibilities:

1. At least one co-coordinator must attend National Conference
2. Coordinate and implement the lab for the annual conference.
3. Coordinate the load in for the national office, manufacturers, and vendors as necessary.
4. Work with the communications coordinator for the recruitment volunteers to load-in and monitor the Lab at the annual conference.
5. Responsible for training volunteers.
6. Coordinate and/or specify the equipment needed and work with the Programming Commissioner to promote the Lab and create a sign-up schedule.
7. Coordinate the creation sample projects for the Lab.
8. Acts as the on-site troubleshooter(s) for all Lab events as necessary.

Expectations:

1. Respond to all communications in a timely manner.
2. Create and Fulfill SMART Goals
3. Keep commissioners up-to-date with the progress of the lab.
4. Ensure confirmation of all equipment either with sponsors or manufacturers.
5. Participate in the typical business of the commission
    a. Interact with our social media channels by liking, commenting, or sharing often.
    b. Bring someone new to the conference commission meeting
    c. Forward content to the communications coordinator for social media.
    d. Nominate someone for DAA
    e. Nominate someone for leadership the following year.
6. Attend at minimum 75% of all commission and leadership meetings
    a. If you are unable to attend meetings follow up with the commissioners in a timely manner to discuss what was missed
    b. Watch recordings of meetings if available.
7. Document all work in the LGT Commission Google Drive for future coordinators.

Estimated Time Commitment: 80 Hours Per Year

A significant amount of time at the annual conference.

Appointment: 1 Year

Special Projects

Co-Coordinators for Special projects work together to coordinate ongoing special projects. Work with liaisons to professional organizations and communication coordinator to solicit feedback on proposals and assist in publication of projects as needed. Create deadlines and schedules as needed to ensure timely completion of projects. Examples of recent projects include the Lighting Documentation Recommended Practice and the Lighting Projects Compendium.

Duties and Responsibilities:

1. Coordinate ongoing special projects.
2. Solicit feedback on proposals and assist in publication of projects as needed.
3. In coordination with the commissioners and commission operations manager, create deadlines and schedules as needed to ensure timely completion of projects in coordination with the commissioners and

Expectations:

1. Respond to all communications in a timely manner.
2. Create and Fulfill SMART Goals
3. Keep commissioners up-to-date with the progress of all projects
4. Keep projects forward moving and on schedule
5. Participate in the typical business of the commission
    a. Interact with our social media channels by liking, commenting, or sharing often.
    b. Bring someone new to the conference commission meeting
    c. Forward content to the communications coordinator for social media.
    d. Nominate someone for DAA
    e. Nominate someone for leadership the following year.
6. Attend at minimum 75% of all commission and leadership meetings
    a. If you are unable to attend meetings follow up with the commissioners in a timely manner to discuss what was missed
    b. Watch recordings of meetings if available.
7. Document all work in the LGT Commission Google Drive for future coordinators.

Estimated Time Commitment: 60 Hours Per Year

Appointment: 1 Year

Special Events

Coordinate and/or creates/implements the lighting design for the mainstage or other special conference events. Work directly with the national office, manufacturers, vendors, and mainstage coordinators to ensure all the needs of the constituent events are fulfilled. Coordinate light plot information and either drafts the plot and/or oversees the drafting of the plot. Distributing the final light plot and equipment list to all mainstage committee members and session chairs. Coordinate on-site volunteers as needed for all events. Acts as the on-site troubleshooter(s) for all Mainstage events as necessary.

Duties and Responsibilities:

1. Coordinate and/or creates/implements the lighting design for the mainstage or other special conference events.
2. Provide a mentoring environment for student assistants.
3. Work directly with the national office, manufacturers, vendors, and mainstage coordinators to ensure all the needs of the constituent events are fulfilled.
    a. Equipment from vendors i.e. conventional fixtures, moving lights, gel, patterns, dimmers, control consoles, truss, etc. for the Mainstage and other special event spaces.
    b. Responsible for creating the equipment list in conjunction with all mainstage committee members, session chairs
4. Coordinate light plot information and either drafts the plot and/or oversees the drafting of the plot.
5. Distributing the final light plot and equipment list to all mainstage committee members and session chairs.
6. Coordinate on-site volunteers as needed for all events
7. Acts as the on-site troubleshooter(s) for all Mainstage events as necessary.

Expectations:

1. Respond to all communications in a timely manner.
2. Create and Fulfill SMART Goals
3. Keep commissioners up-to-date with the progress of all special events
4. Manage volunteer signups for events.
5. Participate in the typical business of the commission
    a. Interact with our social media channels by liking, commenting, or sharing often.
    b. Bring someone new to the conference commission meeting
    c. Forward content to the communications coordinator for social media.
    d. Nominate someone for DAA
    e. Nominate someone for leadership the following year.
6. Attend at minimum 75% of all commission and leadership meetings
    a. If you are unable to attend meetings follow up with the commissioners in a timely manner to discuss what was missed.
    b. Watch recording of meeting if available
7. Document all work in the LGT Commission Google Drive for future coordinators.

Estimate time Commitment: 80 Hours Per Year

Appointment: 1 Year

Awards Coordinators

This position is responsible for coordinating the awards given by and on behalf of the LD&T commission. Coordinates adjudicators as necessary upon request from LD&T Commissioners. The Co-Coordinators work with Communications and Conference Activities Coordinators as necessary on Conference Poster Sessions.

Duties and Responsibilities:

1. Coordinate the awards given by and on behalf of the LD&T commission.
    a. The Young Designers, Managers, and Technicians (YDMT) Awards (annually) Utilize Awards Documentation for selection of YDMT adjudicators
    b. Bernhard R Works Master Crafts Award (3-year rotation).
    c. Distinguished Achievement Award in Lighting Design & Technology (DAA) to be approved by the Board of Directors on a yearly basis.
        i. A DAA does not need to be awarded every year, only if a qualified candidate is identified and able to attend the conference.
2. Coordinate adjudicators as necessary for Awards.
3. Work with Communications and Conference Activities Coordinator as necessary on Conference Poster Sessions.
4. Report choices to the Commissioners before the deadline.

Expectations:

1. Respond to all communications in a timely manner.
2. Create and Fulfill SMART Goals
3. Ensure all deadlines for awards submissions are met.
4. Find and recruit adjudicators as needed for awards, poster sessions and other areas as needed.
5. Participate in the typical business of the commission
    a. Interact with our social media channels by liking, commenting, or sharing often.
    b. Bring someone new to the conference commission meeting
    c. Forward content to the communications coordinator for social media.
    d. Nominate someone for DAA
    e. Nominate someone for leadership the following year.
6. Attend at minimum 75% of all commission and leadership meetings
    a. If you are unable to attend meetings follow up with the commissioners in a timely manner to discuss what was missed
    b. Watch recordings of meetings if available.
7. Document all work in the LGT Commission Google Drive for future coordinators.

Estimated Time Commitment: 40 Hours Per Year

Appointment: 1 Year

Advisors

Advisors are chosen to represent a specific area of the lighting industry. They serve as a resource for questions and ideas in their areas. They help to develop sessions and help to procure presenters for conference sessions as well as webinars throughout the year. They will serve as session chairs at conference and on webinars.

Design Advisor

Serve as a primary resource for design questions and ideas. Provide an avenue for the development and implementation of various programming sessions and projects specifically related to the design area of lighting. This role will also serve as a session chair for conference sessions and webinars throughout the year.

Duties and Responsibilities:

1. Serves as a primary resource for design related questions and ideas.
2. Provide an avenue for the development and implementation of various sessions and projects specifically related to the area of design within the area of lighting.
3. Serve as a session chair and coordinate with any additional session chairs on design related sessions and webinars to ensure the most correct and up-to-date information is presented.
4. Provide ideas and help in contacting and procuring presenters for design related sessions and projects.

Expectations:

1. Respond to all communications in a timely manner.
2. Create and Fulfill SMART Goals
3. Keep commissioners up-to-date with the progress of alternative application related sessions and projects.
4. Review and evaluate session materials for alternative application related sessions and projects.
5. Participate in the typical business of the commission
    a. Interact with our social media channels by liking, commenting, or sharing often.
    b. Bring someone new to the conference commission meeting
    c. Forward content to the communications coordinator for social media.
    d. Nominate someone for DAA
    e. Nominate someone for leadership the following year.
6. Attend at minimum 75% of all commission and leadership meetings
    a. If you are unable to attend meetings follow up with the commissioners in a timely manner to discuss what was missed
    b. Watch recordings of meetings if available.

Estimated Time Commitment: 60 Hours Per Year

Appointment: 1 Year

Technology Advisor

Serves as a primary resource for technology related questions and ideas. Provide an avenue for the development and implementation of various programming sessions and projects specifically related to the area of Technology within the area of lighting. This role will also serve as a session chair for conference sessions and webinars throughout the year.

Duties and Responsibilities:

1. Serves as a primary resource for technology related questions and ideas.
2. Provide an avenue for the development and implementation of various sessions and projects specifically related to the area of technology within the area of lighting.
3. Serve as a session chair and coordinate with any additional session chairs on technology related sessions and webinars to ensure the most correct and up-to-date information is presented.
4. Provide ideas and help in contacting and procuring presenters for technology related sessions and projects.

Expectations:

1. Respond to all communications in a timely manner.
2. Create and Fulfill SMART Goals
3. Keep commissioners up-to-date with the progress of technology related sessions and projects.
4. Review and evaluate session materials for technology related sessions and projects.
5. Participate in the typical business of the commission
    a. Interact with our social media channels by liking, commenting, or sharing often.
    b. Bring someone new to the conference commission meeting
    c. Forward content to the communications coordinator for social media.
    d. Nominate someone for DAA
    e. Nominate someone for leadership the following year.
6. Attend at minimum 75% of all commission and leadership meetings
    a. If you are unable to attend meetings follow up with the commissioners in a timely manner to discuss what was missed
    b. Watch recordings of meetings if available.

Estimated Time Commitment: 60 Hours Per Year

Appointment: 1 Year

Alternative Applications Advisor

Serve as a primary resource for alternative application related questions and ideas. Provide an avenue for the development and implementation of various programming sessions and projects specifically related to the area of alternative applications within the area of lighting. This role will also serve as a session chair for conference sessions and webinars.

Duties and Responsibilities:

1. Serves as a primary resource for alternative application related questions and ideas.
2. Provide an avenue for the development and implementation of various sessions and projects specifically related to the area of alternative applications within the area of lighting.
3. Serve as a session chair and coordinate with any additional session chairs on alternative application related sessions and webinars to ensure the most correct and up-to-date information is presented.
4. Provide ideas and help in contacting and procuring presenters for alternative application related sessions and projects.

Expectations:

1. Respond to all communications in a timely manner.
2. Create and Fulfill SMART Goals
3. Keep commissioners up-to-date with the progress of alternative application related sessions and projects.
4. Review and evaluate session materials for alternative application related sessions and projects.
5. Participate in the typical business of the commission
    a. Interact with our social media channels by liking, commenting, or sharing often.
    b. Bring someone new to the conference commission meeting
    c. Forward content to the communications coordinator for social media.
    d. Nominate someone for DAA
    e. Nominate someone for leadership the following year.
6. Attend at minimum 75% of all commission and leadership meetings
    a. If you are unable to attend meetings follow up with the commissioners in a timely manner to discuss what was missed
    b. Watch recordings of meetings if available.

Estimated Time Commitment: 60 Hours Per Year

Appointment: 1 Year

Early Career Advisor

Serves as a primary resource for young professional & early career related questions and ideas. Provide an avenue for the development and implementation of various sessions and projects specifically related to young professionals & early career members within the area of lighting. Coordinate with session chairs on young professional & early career related sessions to ensure the most correct and up-to-date information is presented. Provide ideas and help in contacting and procuring presenters for young professional & early career related sessions and projects. This role may also serve as a session chair for conference sessions and webinars.

Duties and Responsibilities:

1. Serves as a primary resource for young professional & early career related questions and ideas
2. Provide an avenue for the development and implementation of various sessions and projects specifically related to young professionals & early career members within the area of lighting.
3. Serve as a session chair and coordinate with any additional session chairs on young professional & early career related sessions or webinars to ensure the most correct and up-to-date information is presented as needed.
4. Provide ideas and help in contacting and procuring presenters for young professional & early career related session and projects

Expectations:

1. Respond to all communications in a timely manner.
2. Create and Fulfill SMART Goals
3. Keep commissioners up-to-date with the progress of young professional & early career related sessions and projects.
4. Review and evaluate session materials for young professional & early career related sessions and projects.
5. Participate in the typical business of the commission
    a. Interact with our social media channels by liking, commenting, or sharing often.
    b. Bring someone new to the conference commission meeting
    c. Forward content to the communications coordinator for social media.
    d. Nominate someone for DAA
    e. Nominate someone for leadership the following year.
6. Attend at minimum 75% of all commission and leadership meetings
    a. If you are unable to attend meetings follow up with the commissioners in a timely manner to discuss what was missed
    b. Watch recordings of meetings if available.

Estimated Time Commitment: 60 Hours Per Year

Appointment: 1 Year

Academic Advisor

Serve as a primary resource for educational, academic and pedagogical questions and ideas. Provide an avenue for the development and implementation of various programming sessions and projects specifically related to the education and academics within lighting. This role will also serve as a session chair for conference sessions and webinars.

Duties and Responsibilities:

1. Serves as a primary resource for academia related questions and ideas.
2. Provide an avenue for the development and implementation of various sessions and projects specifically related to the area of academia within the area of lighting.
3. Serve as a session chair and coordinate with any additional session chairs on design related sessions and webinars to ensure the most correct and up-to-date information is presented.
4. Provide ideas and help in contacting and procuring presenters for design related sessions and projects.

Expectations:

1. Respond to all communications in a timely manner.
2. Create and Fulfill SMART Goals
3. Keep commissioners up-to-date with the progress of academic related sessions and projects.
4. Review and evaluate session materials for alternative application related sessions and projects.
5. Participate in the typical business of the commission
    a. Interact with our social media channels by liking, commenting, or sharing often.
    b. Bring someone new to the conference commission meeting
    c. Forward content to the communications coordinator for social media.
    d. Nominate someone for DAA
    e. Nominate someone for leadership the following year.
6. Attend at minimum 75% of all commission and leadership meetings
    a. If you are unable to attend meetings follow up with the commissioners in a timely manner to discuss what was missed
    b. Watch recordings of meetings if available.

Estimated Time Commitment: 60 Hours Per Year

Appointment: 1 Year

Conference Advisor

The Conference Advisor serves as a conference resource and troubleshooter during the final planning stages and throughout the conference itself. This role helps guide Advisors, Coordinators, and leadership team members with conference-related logistics, procedures, and problem solving to help ensure sessions, labs, and events run smoothly.

Duties and Responsibilities:

1. Attend the National Conference
2. Keep up-to-date throughout the year of sessions, labs, and locations of events.
3. Have an understanding of conference logistics before the conference begins.
4. Provide guidance and troubleshooting to advisors, coordinators, and leadership team members with conference related logistics.
5. Help ensure labs, sessions, and PDW sessions run smoothly

Expectations:

1. Respond to all communications in a timely manner.
2. Create and Fulfill SMART Goals
3. Review all conference plans and anticipate issues.
4. Participate in the typical business of the commission
    a. Interact with our social media channels by liking, commenting, or sharing often.
    b. Bring someone new to the conference commission meeting
    c. Forward content to the communications coordinator for social media.
    d. Nominate someone for DAA
    e. Nominate someone for leadership the following year.
5. Attend at minimum 75% of all commission and leadership meetings
    a. If you are unable to attend meetings follow up with the commissioners in a timely manner to discuss what was missed
    b. Watch recordings of meetings if available.

Estimated Time Commitment: 30 Hours Per Year (Primarily at conference)

Appointment: 1 Year

Liaisons

Liaisons help the commission by serving as communication points. They develop relationships related to their area and keep contact lists for future endeavors. They act as conversation starters and/or partner with members of leadership.

Commissioners may appoint joint or co-liaison positions on an as-needed basis to help ensure that knowledge is being passed down.

Vendor Liaison

The Co-Liaisons help identify and create meaningful contacts and connections with vendors across the industry. Help identify vendors who can help further the mission of the commission either through engagement, donations, or sponsorships. Form an avenue for the development and implementation of various sessions and projects that relate to the lighting manufacturing/distributor sector of the industry and profession. Act as a conversation starter and/or partner with members of leadership needing to liaise with a vendor.

Duties and Responsibilities:

1. Help identify and create meaningful contacts and connections with vendors across the industry.
2. Help identify vendors who can help further the mission of the commission either through engagement, donations, or sponsorships.
3. Form an avenue for the development and implementation of various sessions and projects that relate to the lighting manufacturing/distributor sector of the industry and profession.
4. Act as a conversation starter and/or partner with members of leadership needing to liase with a vendor.

Expectations:

1. Respond to all communications in a timely manner.
2. Create and Fulfill SMART Goals
3. Participate in the typical business of the commission
    a. Interact with our social media channels by liking, commenting, or sharing often.
    b. Bring someone new to the conference commission meeting
    c. Forward content to the communications coordinator for social media.
    d. Nominate someone for DAA
    e. Nominate someone for leadership the following year.
4. Attend at minimum 75% of all commission and leadership meetings
    a. If you are unable to attend meetings follow up with the commissioners in a timely manner to discuss what was missed
    b. Watch recordings of meetings if available.

Estimated Time Commitment: 20 Hours Per Year

Appointment: 1 Year

Mixer Liaison

Work with sponsors to help plan and organize the Lighting Mixer. Communicate with the National office and sponsors to plan location, layout, and structure of the event including food and beverage selection. Host the event with the vendor. Develop marking and invitation materials for distribution. Solicit names from commission leadership to distribute personal invitations for Professional Identifying attendees.

Duties and Responsibilities:

1. Attend the National Conference.
2. Serve as primary single point of contact with the National Office.
3. Work with national office to plan food and beverage selection for the event.
4. Host the event with the vendor
5. Develop marketing and invitation materials for distribution to Communications Coordinator and Leadership.
6. Solicit names from commission leadership for personal professional invitations.

Expectations:

1. Respond to all communications in a timely manner.
2. Participate in the typical business of the commission
    a. Interact with our social media channels by liking, commenting, or sharing often.
    b. Bring someone new to the conference commission meeting
    c. Forward content to the communications coordinator for social media.
    d. Nominate someone for DAA
    e. Nominate someone for leadership the following year.
3. Attend at minimum 75% of all commission and leadership meetings
    a. If you are unable to attend meetings follow up with the commissioners in a timely manner to discuss what was missed
    b. Watch recordings of meetings if available.

Estimated Time Commitment: 20 Hours Per Year

Appointment: 1 Year

Professional Organization Liaison

Develop and maintain connections with professional organizations related to the area of lighting and the field of technical theatre. i.e. ESTA, ALD, IATSE. Forms an avenue for the development and implementation of various sessions and projects that relate to professional organization and the field of lighting. Communicate current important topics within various professional organizations to the commission to keep the commission informed of the goings on of those organizations. Work to create partner events with professional organizations where possible.

Duties and Responsibilities:

1. Develop and maintain connections with professional organization related to the area of lighting and the field of technical theatre. i.e. ESTA, ALD, IATSE
2. Forms an avenue for the development and implementation of various sessions and projects that relate to professional organization and the field of lighting.
3. Communicate current important topics within various professional organization to the commission to keep the commission informed of the goings on of those organizations
4. Work to create partner events with professional organization where possible
5. Coordinate training at conferences or regionally.
6. Informational sessions

Expectations:

1. Respond to all communications in a timely manner.
2. Create and Fulfill SMART Goals
3. Reach out regularly to professional organizations to maintain communication and ties to those organizations.
4. Participate in the typical business of the commission
    a. Interact with our social media channels by liking, commenting, or sharing often.
    b. Bring someone new to the conference commission meeting
    c. Forward content to the communications coordinator for social media.
    d. Nominate someone for DAA
    e. Nominate someone for leadership the following year.
5. Attend at minimum 75% of all commission and leadership meetings
    a. If you are unable to attend meetings follow up with the commissioners in a timely manner to discuss what was missed
    b. Watch recording of meeting if available

Estimated Time Commitment: 20 Hours Per Year

Appointment: 1 Year

Representatives

Representatives serve as an extension of the commission outside fo the normal USITT Lighting Commission group. They actively seek to grow the commission network as well as discover new opportunities for commission outreach. A representative connects the lighting commission to other facets of the industry while also keeping the commission appraised on industry related happenings.

International Representative

Serve as the commission's representative to the international committee of the corporation. Inform the commission of the current work, goals, and projects of the international committee. Forms an avenue of communication development and implementation of various sessions and projects that relate to the lighting on the international level. Coordinate with international representatives from other commissions as needed. Represents the Lighting Commission as an active member of OISTAT.

Duties and Expectations

1. Serve as the commission's representative to the international committee of the corporation.
2. Inform the commission of the current work, goals, and projects of the international committee.
3. Forms an avenue of communication development and implementation of various sessions and projects that relate to the lighting on the international level.
4. Coordinate with international representatives from other commissions as needed.
5. Represents the Lighting Commission as an active member of OISTAT.

Expectations:

1. Respond to all communications in a timely manner.
2. Create and Fulfill SMART Goals
3. Advise on session and projects related to international topics
4. Attend international committee meetings and report back to the leadership and constituents any relevant information.
5. Provide timely information for members of the LD&T commission to attend international meetings and events.
6. Participate in the typical business of the commission
    a. Interact with our social media channels by liking, commenting, or sharing often.
    b. Bring someone new to the conference commission meeting
    c. Forward content to the communications coordinator for social media.
    d. Nominate someone for DAA
    e. Nominate someone for leadership the following year.
7. Attend at minimum 75% of all commission and leadership meetings
    a. If you are unable to attend meetings, follow up with the commissioners in a timely manner to discuss what was missed.
    b. Watch recordings of meetings if available.

Estimated Time Commitment: 20 Hours Per Year

Appointment: 1 Year