**ELECTRICS SHOP**

The Electrics Shop is organized to simulate a professional stage lighting rental shop. This is for the benefit of all involved and provides a realistic representation of what is expected in the professional stage lighting community.

To this end, the following guidelines have been established.

1. **SHOP AVAILABILITY:**

   The Electric Shop is open during normal crew (Production Class) hours.
   
   Mon., Wed., Fri. 2PM to 6PM
   
   Tue., Thurs. 7PM to 11PM
   
   The schedule for the Shop, the Lighting Classroom and the Large Light Lab are all managed by the Shop Foreman and supervised by the Head of Lighting Technology.
   
   Special access time to the E-Shop can be made with approval from the Lighting Faculty and arrangements with the Shop Foreman. It is recommended that these arrangements be made well in advance. Emergencies that would threaten a Tech, Dress, or Performance will be accommodated on a per case basis only with the approval of the Lighting Faculty.
   
   Every Friday the shop will be cleaned. The time necessary for weekly clean-up will be determined by the Shop Foreman. All work in the shop will cease and all crews present will participate in weekly clean up.

2. **PULLING A SHOP ORDER (SHOW PACKAGE):**

   Production Electricians may pull shop orders after the Shop Foreman receives an approved “Shop Order” and “Equipment Request Form” from the Production Electrician and schedules time in the shop for the equipment to be pulled. A signed and approved shop order must be submitted to the Shop Foreman before any package may be pulled. It is recommended that shop orders be submitted with as much lead-time as possible to assure equipment availability. The Faculty Electrics Supervisor will establish shop pull dates for every show package. These dates should be observed unless the PE has made other arrangements with the Supervisor.
   
   The show staff is responsible for calling their crew and arranging labor with the Faculty Electrics Supervisor.
   
   The Production Electrician and his/her crew will pull the package to a staging area, where the Shop Staff will “approve” the pull. All units’ lamps must actually be tested and illuminated before being set in the staging area. Once “approved” the Shop Staff will sign off on the equipment checked out.
   
   An Equipment Request Form will be filled out, and signed by both the Production Electrician and a member of the Shop Staff. The Production Electrician’s Shop Order should accompany the form. The Production Electrician is held accountable for the condition and the return of all equipment signed out to him or her.
   
   A road-box may be checked out from the shop as part of a show package. Any locks used by the show staff to secure the box must be accessible to the Shop Staff. The combination must be known or a spare key possessed by the E-shop staff. Once the production is returned to the shop, the shop staff must empty the box before being “re-stocked.”
   
   It is the responsibility of the Production Electrician to reserve adequate transportation for his/her equipment to/from the performance venue.

3. **PULLING A SHOP ORDER (LAB PACKAGE):**

   An Equipment Request Form must be submitted to the shop foreman before any equipment may be pulled, forms are available in the shop. Upon the shop foreman’s approval, equipment may be pulled and tested. Production needs have priority over lab requests for equipment. Again, all equipment leaving the shop is assumed to be in acceptable working condition, and must be returned in the same condition.
   
   The person signing out a Lab Order is responsible for the condition and timely return of all equipment signed out to them. Equipment returned late or broken will affect the production grade of the student responsible.
   
   Please consult the guidelines for lab use for further information.
4. LAMPING:
All units in the shop have a maximum wattage rating to prevent damage to the lenses, housing, and reflectors. Units are stored on the racks with a standard lamp per unit type (i.e. 6X9's @ 750W, 1KAF Fresnels at 1000W). It is permissible to "lamp down" from the standard as per design requirements, but it is the responsibility of the Production Electrician to restore units so adjusted to their standard lamp type before they can be checked in. Check with the shop for lamp availability. Specify on your Shop Order how your instruments are to be lamped. Units leave the shop with a working lamp and are to be returned with a working lamp.

Burnout lamps must be returned to the shop to obtain replacements. It is advisable to request spares for each lamp type in a show package (maximum of 2 per type). The Production Electrician is responsible for the return of all lamps checked out to their show package, including spares and lamps, which have burned out.

5. COLOR & TEMPLATES:
It is the Production Electrician's responsibility to obtain color and templates for the show package. Juniors and Sophomores have priority access to the cut color stock. Senior Performances and Dance Concerts may pull from the cut color and template stocks only with the approval of the Head of Lighting Technology. Color may be pulled from sheet color stock; however, it is the Production Electrician's responsibility to inform the shop of sheet color needs in the shop order for the show. (See Production Electrician job description) Following strike the Production Electrician or their crew will file stock templates and cut color.

6. PERISHABLES:
There is a limited supply of perishables (Tape, Fog Juice, etc.) available from the shop. Most productions will be checked out a show "road-box" which will include tape and other perishables. It is expected that all perishables be kept in this box. PEs must have perishables included in their “Shop Order.”

7. EQUIPMENT RETURN:
All equipment signed out from the Electric Shop must be accounted for upon the return of an order. Equipment is to be returned in acceptable working condition. Accessories such as safety chains, color frames, and template holders should be packaged in the same manner in which they were received (i.e. bundles of 10, etc.). Cable should be neatly coiled and tied. Upon return, a member of the shop staff will sign in Show Packages. The Shop Foreman will bench focus, clean, repair and/or examine all equipment upon return. The PE will not re-stock equipment in the shop; once the equipment enters the shop upon return, the Shop Foreman is responsible for the return. Class Projects and Lab Orders are to be put away by those who signed the equipment out. The Production Electrician or the person who signed the equipment out will be held accountable via class grade or fine for anything missing or damaged in their order.

8. BUDGET:
Each Designer is assigned a simulated budget by the Director of Lighting. An up to date cost analysis based on simulated rental rates is available from the shop for each package upon request; however, it is not the shop's responsibility to inform the Production Electrician or Lighting Designer when he or she is over budget. A final cost will be determined by the Shop Foreman based on equipment signed out of the shop as of the Final Dress rehearsal. Any additional equipment needed after "Shop Pull" will be noted and an additional charge will be placed against the show's simulated budget for "express shipping."

There will be no "real money" assigned to a production. All purchasing needs should be presented to the Head of Lighting Technology or the Shop Foreman. All Lighting purchases must have the approval of the Head of Lighting Technology. The use of "real money" purchases and the condition of the simulated budget will help determine the production grade of the entire Lighting Team.
THE LABS AND STUDIOS

The Small Lab
Room 130. The E-Shop staff is responsible for this classroom being prepared for all classes. Any need to use the Small Light Lab for any purpose outside of class must be approved by the Lighting Faculty.

The Large Lab
Functions:
- Classroom for demonstrations and projects.
- Shop prep overflow.
- Design concept, color-testing laboratory.

A schedule will be posted every term by the Shop Foreman blocking off project due dates and the reserved time for classroom presentations. The classroom uses of the lab have priority over all other needs.

The lab may be used or reserved for other purposes with the clearance of the Head of Lighting Technology.

Regardless of the purpose or use of the lab it must be restored to post-all-school-cleanup condition at the conclusion of the project. There are no exceptions to this rule.

Lighting Studio
Design Students may request access to the studio at the beginning of each school year. The allocation of space within the studio and rules of use not covered by general UNCSA regulations, are be decided by the group assigned to the studio. It is expected that students will maintain a certain level of order and cleanliness throughout the school year and be respectful of others within the group.

At the end of the school year all personal materials will be removed from the studio prior to or on the last day of final exams. No exceptions.

PRODUCTION STAFF ROLES AND RESPONSIBILITIES

[Lighting Designer and Assistant LD responsibilities appear in Section 600 - Design section]

PRODUCTION ELECTRICIAN (PE)
The Production Electrician, working with the designer, is responsible for the timely installation, realization and strike of the designer’s plot. They are also responsible for the maintenance of the equipment used during the production. Any damage to equipment during the process is the responsibility of the PE. The Production Electrician supervises the electric staff and should delegate responsibility appropriately while planning, organizing and coordinating all aspects of the department.

The specific tasks included are as follows:
- During the design phase interface with the designer to determine potential needs of the plot well in advance of the Shop Pull.
- Establish the Shop Pull, Electrics Hang, Focus, Strike and Restore dates with the Faculty Electrics Supervisor
- Meet with the Head of Lighting Technology as soon as possible after receiving the plot from the designer.
- Attend production meetings and schedule crew calls.
- Work closely with other crew heads to insure efficient load-in, run and strike.
- Maintain a dropbox established by the faculty supervisor for the purpose of the show.
- Submit a complete shop order and preliminary production book to the Head of Lighting Technology for approval no less than 3 days after receiving the light plot. Shop Pull will not be
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allowed to happen without an approved Shop Order.

The Final PE Book will include:

- Estimated, detailed work schedule, including transportation needs (calendar)
- Contact sheet and staff lists
- Required instrumentation and equipment needs on Equipment Request forms as well as a "Pull" shop order and "As build" shop order.
- PE Reports maintained within the show "electrics dropbox"
- Any purchase requests for the show. Note: these items will be ordered when approved. If your show requires purchased items inform the Head of Lighting Technology as soon as possible.
- Submit approved shop order to the Shop Forman the day it is approved to discuss schedule and availability.
- Oversee shop prep of lighting package. In other words, be present as the shop pulls the show.
- Reserve any vehicles needed for the transport of lighting package.
- Be checked out on any vehicles required for the success of the load-in or strike.
- Keep the designer apprised of both shop and real budget.
- Order all specialized equipment and perishables including any color or templates through the Electric Shop.
- Be readily available in the theater to troubleshoot and solve electrical problems during all technical rehearsals, dress rehearsals and performances.
- Work with ALD to maintain up to date paperwork.
- Organize and supervise strike of lighting instruments.
- Organize and supervise electrical restore of theater – this includes hanging and focusing the repertory plot and circuit plot for the space.
- Supervise return of equipment to shop.
- Encourage lighting crew through example and leadership to help other departments.
- If any of the tasks above are not met the student’s production grade will suffer.

The PE is expected to keep the Head of Lighting Technology informed of the progress of the department with regular reports (PE Reports), email, office visits, phone calls and class discussion that detail the work and hours of the crew as well as the progress of the department as a whole.

At the end of the assignment a complete Production Book will be turned into the Head of Lighting Technology with all the above information, no later than 5 days after load-out. Until a complete PE book is submitted the Production Grade for the PE will be an "I."

MASTER ELECTRICIAN (ME)

The master electrician leads the electrics crew, assists the Production Electrician and is responsible to operate and program the control console(s) during the technical rehearsal and performances. S/He is to aid the PE in all aspects of pre-production as requested by the PE.

Specific tasks are as follows:

- Organize, supervise and post all lighting crew calls (complying with NCSA policy).
- Maintain a crew call calendar to be posted on the electric shop call board, that estimates crew times for the electric crew. Coordinate crew calendar with shop foreman.
- Supervise the construction and or wiring of all special effects and practicals.
- Supervise the lighting crew with the assistance of AME/lead electricians.
• Study and learn the operation of control systems prior to load-in.

• Create a show book that contains the support material (such as manuals) for all show equipment.

• Make appointments with appropriate personnel to practice operation and programming of console(s), if needed.

• Assist the PE in preparation of the shop order and show prep.

• Assist the PE in the pull, load-in, focus, maintenance and strike of the production.

MEs are not required to keep a “Production Book,” but it is encouraged and the proper execution of such a book can only improve one’s grade.

ASSISTANT MASTER ELECTRICIAN (AME)

On larger productions Assistant Master Electricians may be assigned to a production. The AME is to aid the PE and ME as required. The AME often functions as a lead electrician backstage, in the followspot booth or as the pyrotechnician or other special effects operators. As a lead electrician the Assistant Master Electrician is in a management position and should expect to lead a crew in assignments per the Master Electrician and/or Production Electrician.
SHOP FOREMAN
As the UNCSA, D&P electrics shop is the center of operations for the entire lighting department. This assignment is central to efficient operation of the lighting program. The Shop Foreman is responsible for overseeing the daily operations of the shop, lab and classroom including but not limited to the following:

- Opening the shop on time and being ready for crew Monday through Friday and arranged times with Production Electricians.
- Supervise other students assigned to and volunteering in the shop.
- Keep the shop, lab and lighting classroom clean and orderly.
- Inventory all equipment, color, cable, hardware, lamps and accessories at the beginning of term and at the end of the term in which they are Foreman and prepare an inventory report for the Head of Lighting Technology.
- Oversee the check out and return of equipment for productions, lab usage and other special equipment loans.
- Check all returned equipment for damage and report any found damage to the Head of Lighting Technology.
- Accurate record keeping of equipment on shows and reporting to the Lighting Faculty the equipment rental totals and cost in shop dollars on the day following the opening of each production.
- Accurate record keeping of crew hours.
- Maintain all the lighting equipment in the shop and order spare parts as needed with the approval of the Head of Lighting Technology.
- Maintain daily equipment inventory and tracking.
- Replace all sheet color used by productions.
- Maintain the Classroom and prepare equipment necessary for lessons as requested by the Lighting Faculty.
- Create a work schedule for shop personal that will divide the labor in an equitable fashion.
- Create and maintain a calendar for all lighting spaces and responsibilities.
- Locking and securing the shop, lab and classroom at the end of all crew periods.
- Supervise the experimental use and coordination of beta-testing for any equipment that fits that category
- Assist the Head of Lighting Technology with all rentals and outside supported events from the Electric Shop.

SHOP ASSISTANTS
The shop assistants are to aid the Foreman in the responsibilities listed above. It is understood that the weight of the responsibilities listed above are equally shared even though it is the Foreman that will report to the Head of Lighting Technology. Periodically, Shop Assistants will be expected to do special duties such as tech table coordination, Crew Assignment data entry, equipment repair tech and new equipment prep. The Shop Assistants may also be given special projects by the Lighting Faculty.
Please note! All First Year Students must sign the Declaration List in the D&P office before the last class of the current rotation: Electrics/Design/Sound at the end of the term. Students will not be awarded a grade in DEP Intro to Theatrical Production until this document has been signed.

All Returning D&P Students must sign the Declaration List in the D&P office on or before the date designated by the Dean of the School of Design and Production. Students will not be awarded a grade in Production until this document has been signed.