

Durham Regional Theatre

Building Community, Character and Careers Since 2010

LETTER OF AGREEMENT for CONTRACT LABOR

POSITION: Lighting/Sound Board Operator, Summer Theatre Camps 2017

Durham Regional Theatre (Employer) agrees to employ _____
(Employee) as DRT Summer Theatre Camps 2017 "Lighting/Sound Board Operator," under the following conditions:

1. Job Dates and Times:

CHILDREN'S THEATRE CAMP 1:

- Friday, June 30, 9 am – 1 pm (Hang & focus lights & dress/tech rehearsal)
- Friday, June 30, 6 pm – 8:30 pm – Performance at 7 pm
- Saturday, July 1, 10:15 – 1:30 am – Performance at 11:00 am/breakdown and loadout

TEEN CONSERVASTORY:

- Friday, July 21, 9 am – 1 pm (Hang & focus lights & dress/tech rehearsal)
- Friday, July 21, 6 pm – 9:00 pm – Performance at 7 pm
- Saturday, July 22, noon – 10:15 am – 1:00 pm – Performance at 11 am

CHILDREN'S THEATRE CAMP 2:

- Friday, August 11, 9 am – 1 pm (Hang & focus lights & dress/tech rehearsal)
- Friday, August 11, 6 pm – 8:30 pm – Performance at 7 pm
- Saturday, August 12, 10:15 – 1:30 am – Performance at 11:00 am/breakdown and loadout
- Job Location: Trinity Avenue Presbyterian Church, Corner of Trinity Avenue and Gregson Street, Durham, NC. In the 2nd floor Fellowship Hall. Park in the lot on the Gregson Street side of the church, enter at the door across from the church playground. TO ENTER THE BUILDING YOU MUST USE THIS CODE AT THE DOOR: #2754
- Payment: The Employer will pay the Employee the amount of \$100 per Show for a total of \$300. One-hundred dollar payments will be made to the Employee at the end of each Saturday performance/show

Job Responsibilities: The Light Board Operator (Op for short) for DRT Summer Theatre Camps is responsible for:

- Reading the script, noting light and sound cues, prior to technical rehearsal;
- Hanging and Focusing Lights for technical rehearsal and performance, adjustment of lighting cues as needed during technical rehearsal;
- Programming and operating the light board for the show;
- Follow instructions in CUE SCRIPT to execute light and sound cues during tech rehearsals and performances;

DRT, PO Box 61894, Durham NC 27715; (919) 286-5717
durhamregionaltheatre@gmail.com, durhamregionaltheatre.com

- Perform a dimmer/light focus check and run a “dry” (no actors) cue-to-cue before each performance; fix any problems encountered;
- Power down equipment after techs and performances and store cables out of the way;
- During show strike, with help from volunteers, sorting and packing equipment for return, coiling cables, striking instruments, etc.
- Upon arrival for tech or performance check in with the Artistic Director (AD); except on announced breaks, do not leave the light board without letting the AD know. After tech rehearsal and performance, do not leave the theatre before checking in with the AD. Performance calls are typically 45 minutes before curtain.
- The Light Board Op should dress in black clothes suitable to active work, including black shoes whenever possible—no high heels, please.
- The Light Board Operator reports directly to the DRT Camp Director and Artistic Director, Jenny Justice

Additionally: The Employer agrees to provide Employee with all lighting and sound equipment necessary for successfully accomplishing the job.

The Employee Agrees to Durham Regional Theatre:

To arrive at all rehearsals and performances at the time called and remain until the specified stop time;

The Employee Agrees that both the camp producer, Durham Regional Theatre, and the hosting location, Trinity Avenue Presbyterian Church, will take all possible care to ensure a safe working environment and holds each corporation blameless, either individually or together, should any job related accidents/injuries occur.