

## City of Vancouver Follow Spot Qualification Document

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### Objective

The objective of this document is to outline the standards that any person operating a City of Vancouver follow spot is expected to follow and understand. These standards and expectations will be listed in the following sections below: comportment, soft skills, practical skills, knowing terminology, knowing the parts of a follow spot, obtaining proper certifications, and the processes for qualifying, requalification, and reactivation of follow spot skills. Once a person is able to demonstrate and follow these expectations and complete the qualifying process, they will be deemed qualified to be on the “Civics Followspot” list.

### Comportment Requirements

Here are the comportment standards that are expected from a follow spot operator:

- **Headset Comportment:**
  - Know when it's okay to talk on headset.
  - Can keep headset interactions, respectful, professional, and minimal regardless of the touring crew comportment.
  - Can listen and stand by for cues.
- **Can stay engaged and follow along with the show:**
  - Can take directions from road crew.
  - Can take following cues from Head Electrician, Stage Manager, or any of the show touring crew.
  - Can follow along with show and be ready for/anticipate upcoming cues.
  - Be expected to stay in the follow spot booth during the show and not wander off and hang out somewhere else.
- **Can take directions from the Head Electrician:**
  - When the Head Electrician asks you not to do something.
  - Focus and setup lights as required in all areas of the theatre (FOH, Box Booms, in a lift on stage, etc).
- **Can communicate effectively with the Head Electrician:**
  - Ability to take direction and ask questions where clarification is necessary.
  - Can update Head Electrician with tasks that are ongoing.
- **Can work in a respectful manner:**
  - Follow the COV and Respectful Workplace Policy.
  - Follow the IATSE 118 Bullying and Harassment Policy.
  - Can work with groups of people and be respectful of everyone's contributions and ideas.
  - Understands how to keep any interaction with patrons, local crew, or touring crew professional and respectful.
- **Attendance:**
  - Arrives on-time for the start of the call and after any break.
  - Does not have a history of “No Shows” on calls.
  - Is in the spot booth ready to go at times requested by the show and/or Head Electrician.

## Soft Skill Requirements

Here are the soft skill requirements that are expected from a follow spot operator

- **Can work independently:**
  - Can be assigned a task and be expected to complete it independently.
  - Keeping the Head Electrician informed of any issues as they arise.
- **Can read a cue sheet:**
  - Know who they are picking up.
  - Can read and understand fade in and fade out times.
  - Know what colour frame they need to be in.
  - Know the edge and focus of the light.
- **Knows how to get to the follow spot booths at all the civic venues:**
  - Has had a venue orientation of where the follow spot booths are.
  - Has had a basic venue orientation and knows where all relevant lighting items are kept including fixtures, cables, lighting accessories, etc.
  - Ability to locate and turn on the comm station at the follow spot position.
- **Can read other lighting paperwork such as channel hookups, plots, magic sheet, instrument schedules etc:**
  - Follow spot ops often take over assistant electrician roles and need to be able to assist in, leading, and performing lighting setup work.

## Practical Skill Requirements

- **Can turn on a follow spot independently:**
  - Know where breakers are.
  - Know how to turn on a ballast.
  - Know how to turn on the lamp itself.
  - Knowledge of house cool-down and lamp-off procedures.
  - Knowledge of house Lamp-fail procedures.
- **Can successfully and smoothly follow a subject on stage:**
  - Have the subject in the center of the beam.
  - Can iris down to the desired beam size and still be able to follow the subject.
  - Can successfully pick up a subject entering on stage and fade out as they exit the stage.
  - Know how to get a hard or soft edge on a light.
- **Can perform colour changes:**
  - Knowing what colour is in each frame.
  - Be able to change colour live and still follow the subject.
- **Can replace follow spot colour:**
  - Be able to cut gel to the appropriate size.
  - Be able to remove and install gel frames and boomerangs independently.
- **Capable of focusing lighting fixtures:**
  - Often follow spot operators are the only other electrician, other than the head, on a call. It is expected to help hang and focus lighting fixtures.
- **Have basic knowledge of DMX, networking, intelligent and conventional fixtures:**
  - Often follow spot operators are the only other electrician other than the head on a call. It is expected to be able to assist with troubleshooting of both conventional and intelligent fixtures.

## Follow Spot Terminology

Here is follow spot terminology that all follow spot operators are expected to understand:

- Fading in/Fading Out
- Frame/Colour Frame
- Irising In/Iris Out
- Pick Up
- Flood and Cover
- Hard Edge/Soft Edge
- Ghosting

## Parts of a Followspot

Here are the parts of a follow spot every operator must be able to identify and use properly:

- Iris
- On/Off Switch
- Chopper
- Dowser/Dimmer
- Trombone
- Boomerang
- Colour Frame
- Lens
- Focus Knob
- Ballast

## Certification

- Anyone operating a follow spot at the civic venues must have a valid LPEC or a Class B-R Full Entertainment FSR ticket.

## Qualifying Follow Spot Operators

Here are the steps to qualifying anyone for the “Civics Followspot List”

- **Show Practical Skills:**
  - Demonstrate to one of the Head Electricians that you can do all the practical requirements mentioned earlier in this document.
- **Send Us References and Resume:**
  - If you have previous experience operating a follow spot on a touring rock show, Broadway show, circus show, etc you may request to waive the shadowing process with the proper documentation and demonstration of skills.
  - Proper documentation is a resume outlining your follow spot experience with 3 references stating you can operate a follow spot by the standards listed above.

## **Removal, Requalification, and Reactivation**

**Here are the instances to be disqualified as a follow spot operators' skill and be taken off the Civics Follow Spot Operator list:**

- **Not Taking A Call for 1 Year:**
  - If an operator has not taken a follow spot call at the Civics for more than 1 year, they may need to arrange for a requalifying session with one of the Head Electricians or the Technical Director.
  - Once they have completed the requalifying session to VCT standards, they can be reactivated on the list.
- **Not Meeting The Above Requirements:**
  - If a follow spot operator cannot meet the compartment, soft skill, or practical requirements on a call, the following process will happen.
    - The operator will receive a written warning addressing the requirement that wasn't met and will work with VCT to correct the issue.
    - If the issue happens a second time, the individual will be removed from the follow spot list.
  - If a follow spot operator does not understand the follow spot terminology and doesn't know how to use the parts of the follow spot correctly or safety, they will be removed from the list.
  - If someone has been removed from the list, they will be informed which expectations they were unable to meet and may be given the option to requalify with a minimum of two civics Head Electricians and the Technical Director, should they desire the possibility of being reactivated.
- **Lateness and No Shows:**
  - If it is the follow spot operators first time being late or their first "no showing", on a call they will be issued a written warning notice.
  - If the follow spot operator is late or "no shows" a second time, they will have their skill removed.