



Title: Lighting Supervisor	FT Seasonal Contract \$500/week, paid biweekly January 3 to June 26, 2022
Department: Production	FLSA Status: Non-Exempt
Reports To: Production Manager Technical Director	Hire Date: January 2022

SUMMARY DESCRIPTION: The Lighting Supervisor is responsible for ensuring that lighting equipment for the theatre is kept in good repair, organized, and ready for show use. They serve as the Master Electrician for mainstage shows, and must be able to work closely with the Lighting Designer in order to execute the physical elements of a plot including lighting fixtures, practicals, special effects, and atmospherics. They will also serve as the programmer during technical rehearsals. They must be a proactive problem solver and work in accordance with industry best practices and Magik policies and procedures.

RESPONSIBILITIES:

- Inspecting, maintaining, and repairing lighting equipment for both mainstage and tour.
- Notifying the Production Manager of equipment in need of major repair or replacement, make recommendations and coordinating purchasing.
- Acting as the ME for productions, communicating with the Lighting Designer, and taking responsibility for getting the lighting plot from paper to stage.
- Schedule labor and personnel in conjunction with the Production Manager to work hang and focus calls in order to ensure the lighting plot is prepped and focus-ready for the Lighting Designer.
- Be available to act as deck crew for a show if asked/required. Must be available to fix lighting issues, lamp outs, etc. discovered in pre-show checks.
- Troubleshooting and solving any lighting issues as they arise before, during, and after performances.
- Keeping lighting equipment organized and in good repair, as well as keeping the lighting bay, backstage, and catwalk areas safe and clear of debris.
- Performing other duties as assigned.

REQUIRED EDUCATION, EXPERIENCE, & SKILLS

- Bachelors of Arts in Theatre, Lighting Design, Lighting Technology, or related field OR professional work experience as a Lighting Supervisor, Master Electrician, Production Electrician, or similar.
- Working knowledge of Lightwright as well as Vectorworks and/or AutoCAD.
- Proficiency with programming ETC Element and EOS Family of consoles.
- Understanding of the technical theatre process and willingness to assist in realizing a director or designer’s vision.
- Ability to troubleshoot common lighting issues and resolve them, as well as making basic lighting equipment repairs.
- Ability to problem solve and exercise excellent decision making skills. You should be able to work both independently and collaboratively, and be willing to facilitate creative solutions to any challenges.
- Excellent written and verbal communication skills along with strong organizational skills.
- Ability to work productively under strict deadlines.
- Experience with email, spreadsheets, G-Suite and/or Microsoft Office
- Valid Driver’s License is a plus.

PHYSICAL & MENTAL REQUIREMENTS:

- Ability to lift 50 lbs
- Ability to work at heights on a ladder or catwalk
- Ability to sit for extended periods of time
- Ability to stand for extended periods of time
- Ability to use fine motor skills to operate equipment and/or machinery
- Ability to receive and comprehend instructions verbally and/or in writing
- Ability to use logical reasoning for simple and complex problem solving