

Lighting Supervisor

Department: Production

Supervised By: Director of Production, Technical Director

Supervises: Lighting Coordinator, Overhires

FLSA Status: Exempt

The mission of the **Wallis Annenberg Center for the Performing Arts** (aka "The Wallis") is to create, present, and celebrate unique performing arts events and educational programs that reflect the rich cultural diversity of our community.

DESCRIPTION

The Lighting Supervisor manages all aspects of lighting operation and the coordination of technical elements as they relate to electrics in both the 500-seat Goldsmith Theater and the 150-seat Lovelace Studio space. This position directs and supervises lighting personnel, maintains the lighting department equipment, and manages the electric workrooms. The Lighting Supervisor is responsible for supporting the artistic vision of directors and designers as it relates to the advancement, budgeting, and realization of lighting designs. The Lighting Supervisor participates in conjunction with the Director of Production, in season and production planning, as it relates to the execution of the lighting or electrical elements of the productions. For some programming, the Lighting Supervisor will work as a creative team member, designing lighting elements for the production.

REQUIREMENTS

- Five years' experience working as a Lighting Supervisor, Master Electrician, or similar, in a professional dance, music and theatre company.
- A practical knowledge of technical theater to include lighting and rigging practices.
- Must be able to comfortably negotiate stairs, ladders, lifts, and catwalks up to 45 feet above ground, as well as working within confined spaces.
- Ability to create and hang lighting plots and program ETC family of consoles, with specific experience programming EOS and Ion.
- Programming knowledge in Intelligent Lighting to include moving lights and scrollers, ETC Unison and Ethernet systems.
- Strong knowledge of ETC systems.
- Ability to manage crews in multiple spaces.
- Should have the skills to troubleshoot and repair intelligent lighting fixtures, dimmers, and other electrical equipment to the component level, and to program that equipment via a lighting console.
- Working knowledge of all aspects of theatrical lighting technologies and experience with a variety of luminaires, dimming and power distribution systems, control systems, L.E.D. technologies, and related electrical theory and practical skill.
- Demonstrated leadership skills, experience working with designers and a strong understanding of other areas of production.
- Higher level education required. BA or BFA degree or MFA preferred.

KEY RESPONSIBILITIES

- Serve as the Master Electrician for all events and shows. Serve as the Lighting Designer as necessary for select events.
- Act as light board operator when necessary to fulfill programming and show run needs.
- Produce and update all light plots, instrument and channel hook up lists, and other related Vectorworks, and Lightwright documentation.

- Lead, guide, and facilitate communication between the production department and lighting designers. Work with designers to advance shows, plan and implement designs, to prep, and provide equipment necessary to tech and run shows.
- Maintain a clear understanding of all aspects of production in order to facilitate lighting needs throughout the build, rehearsal, technical rehearsal, running, and closing of each production and special events.
- Assist Director of Production with season planning and budgeting as it relates to the lighting needs of the productions. Maintain lighting equipment vendor relations.
- Participate in planning and design for capital improvements for theaters, shops, offices, and equipment upgrades.
- Work with designers, directors, and production management to manage and maximize the artistic impact of financial resources. Evaluate designs, create materials and labor estimates.
- Manage and be responsible for lighting budgets and keep accurate records of spending for the department.
- Hire, train, and supervise electricians staff and over hire staff in the preparation, load-in, and maintenance of shows.
- Organize and administer the lighting department, including the creation and implementation of a calendar, follow-through on design deadlines, scheduling and coordinating staff, and coordinating and supervising the preparation and installation of all lighting and electrical elements for each production. Maintain accurate inventories of all lighting equipment and track its use.
- With production management, work to provide and maintain a safe working environment, including managing and providing training, equipment, recordkeeping, and incident reporting.
- Manage and participate, as necessary, in changeovers, technical rehearsals, and previews to manage technical lighting needs, assist designers, monitor and aid staff, and collaborate with other shops.
- Assist lighting designers during tech and preview process, making suggestions and sharing ideas to solve problems, improve product, and facilitate changes.
- Assist the Production Department Heads in developing and maintaining technical manuals and procedures.
- Participate to foster achievement of artistic goals of the theatre, insure quality and consistency, and maintain the highest production values for The Wallis by contributing in group discussion, meetings, post mortems, note sessions, etc.
- Responsible for reading show reports, rehearsal schedules, and facilities calendars. Follow-up on applicable details or notes and communicate information to supervisors and staff as appropriate.
- Collaborate with other departments as required to facilitate lighting needs for special events in the theaters and production center.
- Work with Education, Special Events, Marketing, and Development departments to help facilitate education shows and special programs. Teach workshops, talk about the company and your career with students, and meeting with constituent groups to discuss 'behind the scenes' activities as necessary and as agreed.
- Attend full staff meetings, production head meetings, production department meetings, post mortems, and board meetings as necessary.
- Orients facility renters and visiting productions to safety, technical characteristics and other areas of facility operation. Facilitates the use of the technical facilities by the resident company and others engaged by or renting the facility.

PHYSICAL DEMANDS

While performing the essential functions of this job, the incumbent must be able to do the following: stand for extended periods; sit for extended periods; bend and reach for filing and other job-related functions; climb up and down stairs; bend, stoop, and lift to move and retrieve materials; pull, push, and lift; reach both above and below shoulder height. Specific visual abilities include close vision, color vision, depth perception, and the ability to adjust focus. Must be able to visually inspect work. Manual dexterity to operate computer and other office equipment required.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made.