

## Lighting Coordinator

### ABOUT US

---

Deeply rooted in our local Beverly Hills community and influenced by cultural change, the Wallis Annenberg Center for the Performing Arts, a public-private partnership with the City of Beverly Hills, strives to be a site for the convergence of relevant, dynamic performing arts, education and civic life, strengthening our local and global community is our role as a presenter, producer, educator and community resource. We approach our work with the pioneering creative spirit of Beverly Hills and greater Los Angeles, while also recognizing that we live in a multi-cultural every-changing world guided by our core values of Trust, Artistic Courage, Enlightenment, Cooperation, Communication, Diversity, Equity and Inclusion, and Accountability.

The campus itself is a breathtaking 70,000-square-foot facility celebrating the classic and the modern and has garnered six architectural awards. The restored building features the original 1933 Beverly Hills Post Office (on the National Register of Historic Places), which serves as the theater's dramatic yet welcoming lobby, and includes the contemporary 500-seat, state-of-the-art Bram Goldsmith Theater; the 150-seat Lovelace Studio Theater and an inviting open-air plaza for family, community and other performances.

### ABOUT THE JOB

---

The Wallis is seeking an experienced lighting professional to join our team as **Lighting Coordinator** to work on the Production team. Reporting to the Lighting Supervisor, this role is responsible to assist in the management of all aspects of lighting operation and the coordination of technical elements as they relate to electrics in the 500-seat Goldsmith Theater and the 150-seat Lovelace Studio space, as well as other facility spaces, including outdoor programming. The Lighting Coordinator manages and supervises lighting personnel in the installation, focus, programming and maintenance of guest designer lighting plots. They maintain lighting department equipment and lighting console operation for performances.

This position gives direction to lighting over-hire crews on a regular and consistent basis, evaluates job performance of over-hires, makes recommendations for discipline as needed based on supervisory observation, acts as the "Manager on Duty" for the Lighting crew when working split shifts with the Lighting Supervisor to cover long work calls, maintains the Lighting department equipment and work areas. This position reports to the Lighting Supervisor and is a non-exempt position covered by a collective bargaining agreement with IATSE.

### WHAT YOU'LL DO

---

- Supervise and give direction to lighting technical work crew members and run crew members on a regular and consistent basis. Assist with the training and supervision of electrics staff and over hire in the preparation, load-in, maintenance, and strike of shows;
- Collaborate with the Lighting Supervisor, evaluating which skill-sets are needed to work a shift, and determining which over hires are called for a shift. Give direction to over hire crew during load-in, and maintenance of shows and strike. The Lighting Coordinator may be required to act as "Manager on Duty" for the lighting crew if splitting a long shift with the Lighting Supervisor.
- When a job performance issue with an over hire technician arises that requires disciplinary action, the responsibility of the Lighting Coordinator is to report this issue to the Technical Director, Production Supervisor or Director of Production. This role has the authority within the Lighting team to evaluate the daily job performance of an over hire and will make recommendations for discipline, as needed, based on supervisory observation. If through supervisory observation, the Coordinator determines that an over hire has violated a policy or engages in behavior that requires discipline, their judgement of the situation will be shared with senior members of the Production team and disciplinary action is taken accordingly;
- Responsible for reading show reports, rehearsal schedules, and facilities calendars. Follow-up on applicable details and notes, and communicate information to supervisors and staff as appropriate;
- Serve as the Master Electrician for most events and shows;

- Act as programmer or light board operator for performances;
- Prepare and maintain equipment necessary to tech and run shows;
- Produce and update all light plots, instrument and channel hookups, and other related Vectorworks, and Lightwright documentation as needed;
- Maintain accurate shop inventories of all lighting equipment and consumables.
- Maintain lighting equipment;
- Assist lighting designers during tech and preview process as needed and directed by the Lighting Supervisor;
- 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;
- Attend staff meetings, production meetings, and department meetings as needed.

### **SKILLS & EXPERIENCE NEEDED**

---

- Three years' experience working as a lighting technician and light board operator, or similar, in a professional dance, music, or theatre company;
- Experience supervising and giving direction to crews and vendors;
- A practical knowledge of technical theater that includes theatrical lighting practices;
- Equipment programming skills: ETC EOS consoles required; Experience with GrandMA consoles and moving lights is a plus;
- Computer programs: Lightwright required, Vectorworks preferred, AutoCAD is a plus;
- Capacity to solve problems and engage in creative thinking about challenges;
- Proven ability to work independently and collaboratively in a fast paced, rapidly changing environment;
- Team player: works closely with Production Department Heads, Production Department Staff, Stage Managers and Production Supervisor;
- Familiarity with proper safety protocols for theatrical productions;
- Ability to work a varying schedule, including nights and weekends;
- Experience with touring productions and international artists are a plus;
- High School diploma required. BA, BFA, or MFA preferred.
- Previous IATSE membership not required.

### **BENEFITS**

---

This position's benefits are specified in the collective bargaining agreement with IATSE.

### **HOW TO APPLY**

---

Please email your resume to [jobs@thewallis.org](mailto:jobs@thewallis.org) and include **Lighting Coordinator** in the subject line.

**No phone calls please.**

*The Wallis Annenberg Center for the Performing Arts is an Equal Opportunity Employer committed to diversity and encourages applicants of any age, national origin, race, ethnicity, religion, sexual orientation, political affiliation, or gender.*