

## Lighting Supervisor (Technical Theater)

### ABOUT US

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The Wallis Annenberg Center for the Performing Arts is a dynamic cultural hub and community resource where local, national and international artists share their artistry through robust and distinctive presentations and education programs curated with both creativity and social impact in mind. The campus 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.

Although The Wallis will not re-open its two indoor theaters prior to September 2021 due to the current state of the Covid-19 pandemic, The Wallis team will be active and imaginative while our theaters remain closed. We will continue to provide a robust mix of compelling virtual programs, both artistic and educational, as well as opportunities for meaningful patron engagement.

GRoW @ The Wallis, The Wallis education department, continues to thrive with its new virtual classrooms and wide array of programs for people of all ages, remaining an especially important source of arts education and human connection during this time of isolation. The fall sessions of its popular *Staged Stories* and *Beyond Words* programs sold out with a long waiting list in less than a day.

### ABOUT THE JOB

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The Wallis is seeking a dedicated, collaborative and technically-skilled lighting and electrics theater professional to join our team as **Lighting Supervisor**. The Lighting Supervisor reports to the Technical Director and 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 the Lighting Coordinator and 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. For some programming, this position will work as a creative team member, designing lighting elements for the production. If you have a technical theater background with a focus in electrics, including lighting design, for productions and are passionate about the arts and programming presented by The Wallis, we look forward to hearing from you.

### WHAT YOU'LL DO

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- 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;
- Produce and update all light plots, instrument and channel hook up lists, and other related Vectorworks, and Lightwright documentation;
- Assist with season planning and budgeting as it relates to the lighting needs of the productions. Maintain lighting equipment vendor relations;
- Serve as the Master Electrician for all events and shows. Design the lighting as necessary for select events;
- Functions as the system administrator for ETC Net3 and Paradigm Networks building wide;
- 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;
- 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, provide feedback, coaching, discipline, and general supervision of 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 WACPA 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 meetings, included but not limited to 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;
- Demonstrate a willingness to take the most effective role for the production department.

## **SKILLS & EXPERIENCE NEEDED**

- High School degree required. Bachelors or MFA preferred;
- 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;
- 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, DMX control, atmospherics, ETC Unison and Ethernet systems;
- Strong knowledge of ETC entertainment control systems; ETC Net3 Networking; and ETC Paradigm operation, maintenance, troubleshooting and programming
- Ability to manage crews in multiple spaces;
- Requires 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, LED technologies, and related electrical theory and practical skill;
- Demonstrated leadership skills, verbal and written communication skills, experience working with designers and a strong understanding of other areas of production.

## **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; climb ladders and utilize motorized lifts; bend, stoop, and lift to move and retrieve materials; pull, push, and lift; reach both above and below shoulder height. Must be comfortable working at heights and able to work in catwalks 60' above ground; 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. Some outdoor work may be required, occasionally at temperatures over 85 degrees.

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.

## **BENEFITS**

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This is a full-time position with 100% paid medical benefits, including dental, vision and life insurance (\$25,000) for the employee, paid vacation, personal and sick days, 401k and paid parking. Complimentary tickets are occasionally available for performances and events at The Wallis.

## **HOW TO APPLY**

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Please email your resume to [jobs@thewallis.org](mailto:jobs@thewallis.org) and include **Lighting Supervisor** 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.*