



## **JOB DESCRIPTION: LIGHTING SUPERVISOR**

Rev: 07/2024

**Job Title:** Lighting Supervisor

**Reports To:** Production Manager

**Supervises:** Head Electricians, Electricians, and Over-hire Electricians

**Department:** Production/Electrics

**FLSA Classification:** Annual Full-Time Exempt

**Rate Range:** \$51,000 to \$58,000 annually, insurance benefits, FSA, paid time off, and holidays provided

Goodspeed Musicals is committed to cultivating an environment where equity, diversity, inclusion, accessibility, and belonging are experienced at all job levels throughout our organization. Goodspeed is proud to be an Equal Opportunity Employer, and aims to have diverse staff that is representative of all theatre makers. BIPOC (Black, Indigenous, and People of Color), LGBTQIA+, and people with disabilities are strongly encouraged to apply.

**General Statement of Job Function:** The Lighting Supervisor is responsible for the safe, efficient and accurate implementation of lighting designs and providing lighting support for the Goodspeed Opera House, The Norma Terris Theatre, Goodspeed by the River Series and all assigned Goodspeed events and outside projects. The Lighting Supervisor is also responsible for the safe installation and execution of all electrified scenic and prop elements, and provides electrical support/guidance for all production design elements that include an electrified element. The Lighting Supervisor is also responsible for hiring and supervision of all lighting department staff.

### **Principle Duties and Responsibilities:**

- Oversee and participate in the acquisition, rental, load-in and strike of all lighting elements for a production or project within the timeframe and budget set by Goodspeed.
- With Department Heads, review production designs and monitor construction/implementation of all electrified elements.
- Create cost estimates on all shows prior to design execution.
- Oversee preparation of plots, hookups and other production related paperwork.
- With Department Heads, develop load-in/strike schedules.
- Manage storage, maintenance and inventory of all tools, equipment and expendables.
- Work directly with creative and production staff to establish priorities.
- With Production Management, develop and oversee annual/show budgets.
- Interview and hire (with PM approval) all lighting department staff.
- Oversee and participate in the load-in and strike of all lighting elements.
- Supervise, educate, and manage the Head Electricians, Staff Electricians, and Over-hire Electricians.
- Work with Stage and Production Management to follow Equity Guidelines regarding Atmospherics.
- Attend all technical rehearsals and production meetings including all post first performance meetings/notes sessions.

### **Other Duties and Responsibilities:**

- Participate in long range planning to serve equipment and facility needs of the department.
- Work with the Production Management office to coordinate designer site visit schedules and travel logistics.
- Respond to Stage Management daily rehearsal and performance reports as needed.



- Assist in coordinating lighting needs for organizational events.
- Help the Theatre Manager/facilities department with the occasional bulb replacement and minor electrical repairs.
- Arrange coverage for crew tracks in cases of emergency/illness.
- Maintain the safety supply inventory of the Lighting Dept
- Participate in HR management for the lighting department.
- Ensure that staff is working in a welcoming, clean, safe, and supportive environment.
- Other duties as assigned.

#### **Required Qualifications & Skills:**

- Minimum 5-7 years experience in theatrical lighting.
- Advanced skills and knowledge of all types of modern theatrical lighting equipment;
- Experience with LED tape wiring and installation.
- Strong supervisory skills.
- Experience creating and monitoring budgets.
- Manual dexterity and an aptitude for working with electrical, electronic, and mechanical systems and equipment.
- Knowledge of safe rigging practices including dead hung electrics, tail downs, and booms.
- Knowledge of Lightwright and Vectorworks software; Experience Programming ETC Eos Family Lighting Consoles.
- Working knowledge of MSC, OSC, ArtNet, and IP based networks.
- Must be comfortable with ladders and grid work (30 feet high).
- Excellent verbal and written communication skills.
- Able to work long hours during heavy load-in and tech periods; Availability nights, weekends, and the occasional Holiday.
- Maintain a clean, safe, respectful, and collaborative work environment.
- Foster a positive and collaborative work environment by resolving conflicts between employees, including addressing interpersonal issues, mediating disputes, and facilitating open communication to ensure a harmonious team dynamic.
- Exhibit interpersonal savvy, which includes relating comfortably to a variety of personalities, cultivating and maintaining positive relationships, employing discretion, diplomacy, and tact, seeking the positive in all situations.
- Comfortably and effectively cope with change and ambiguity, which includes effectively transitioning between tasks and timelines, identifying priorities and making good decisions with a minimum of information, and staying relaxed and proactive when things are uncertain.
- A commitment to an equitable work environment, which includes use of gender inclusive language, support for individual gender expression, racial equity and intergenerational collaboration, accessibility for people with disabilities, and cultural sensitivity.

#### **Preferred Qualifications & Skills:**

- Valid driver's license with safe driving record.
- Comfortable driving a 16 foot Box Truck.
- Ability to work within tight deadlines and budgets.
- Able to climb four flights of stairs while carrying 40 pounds.
- Proficient with Microsoft Office suite.