



LIGHTING SUPERVISOR
Seasonal, Full-Time

Reports to: Director of Production and Operations

Supervising: Assistant Lighting Supervisor/Programmer and Electrician

Start Date: May 13, 2024

End Date: September 8, 2024

Housing: Single bedroom, shared kitchen, and bath in company housing

Compensation: \$800-\$900/week, housing included

Prep Work: Up to 40 hours of remote work prior to the onsite start date will be compensated.

Overview:

Weston Theater Company (WTC) is designed to be a collaborative organization; employees forge interdepartmental relationships and contribute to a positive and supportive workplace through teamwork, flexibility, and goal-oriented cooperation. The successful candidate will be passionate and engaged in their area of expertise and will also demonstrate a willingness to help other departments if needed to fulfill WTC's mission: to create theater to engage, entertain, and inspire our ever-expanding community.

Weston Theater Company is in rural southern Vermont. Having an appreciation for nature and a quiet small-town vibe for the summer is essential. What we lack in population density, public transportation, and urban conveniences is offset by the beauty of 400,000 acres of national forests, lakes, quintessential general stores, and caring community.

Responsibilities include, but are not limited to:

- Compensated remote work will include attending Design and Production Meetings and possible staffing/hiring interviews for lighting department. Remote dates are flexible, and meetings will be scheduled with advance notice;
- Hang, circuit, focus, and maintain light plots for four shows, and all special events;
- Ensure completion of all lighting elements of each production to the satisfaction of Lighting Designers;
- Work with Production Management to ensure all four shows are completed within deadlines and budgets;
- Supervise lighting department staff; additional personnel from other departments during changeovers and some work calls;
- Create, establish, and communicate schedules for lighting department; communicate schedules and goals with department heads and production management; Work with Director of Production and Operations to manage overtime;
- Implement and execute any onstage practicals and atmospheric/special effects;
- Collaborate with other production departments on all show elements related to Electrics;
- Communicate proactively with Lighting Designers, Stage Managers, Directors, guest artists, and other production department heads to ensure safe and appropriate implementation of all lighting elements;
- Interpret light plots and create all show-related lighting paperwork;



- Program and operate lighting console (ETC Ion) as needed;
- Coordinate run crew staffing and schedule for all shows with Production Management;
- Attend and participate in all scheduled production and department head meetings;
- Manage show and department budgets as well as receipt tracking;
- Order all necessary materials and supplies in a timely manner. Track deliveries and purchasing paperwork, submitting invoices and receipts weekly to Production Management;
- Maintain and repair electrical equipment and fixtures in all venues;
- Oversee safety of those working in lighting department; actively create and maintain a safe working environment in all work areas;
- Ensure that personnel are properly trained in operation of equipment and tools, and use appropriate personal protective equipment during all work calls;
- Research, acquire, and maintain MSDS for products used by the lighting department;
- Assist in the upkeep, cleanup, and maintenance of work areas and equipment;
- Provide support for special events or company projects as needed.

PREFERRED REQUIREMENTS:

- Proven ability to plan and implement lighting designs and to work effectively with Lighting Designers;
- Interest in mentoring and training up-and-coming technicians;
- Advanced knowledge of ETC Ion lighting consoles, Lightwright, and VectorWorks;
- Excellent inter-personal, organizational, collaborative, communication, and leadership skills;
- Proven ability to motivate, manage, educate and coordinate staff members of varying proficiency levels;
- Demonstrated experience working on multiple productions within tight timelines and budgets;
- Demonstrated knowledge of industry and OSHA standard safety practices;
- Ensure proper maintenance and usage of all lighting equipment and hand tools;
- Ability to lift 50 lbs. safely with assistance;
- Comfortable working at heights ranging from twenty to thirty feet from floor level, and may often call for the use of genies, scaffolding, ladders, and grid work;
- Ability to work in tight, awkward spaces is necessary;
- Valid driver's license with clean driving record;
- Ability and willingness to work long days with irregular hours with a positive attitude;
- Ability to work in a rural area with limited cell phone service.

Weston Theater Company is proud to be an Equal Opportunity Employer. We strongly encourage applicants from historically marginalized communities. WTC recognizes that historic institutional practices have led to an exclusionary and harmful environment for members of these communities, and is actively working to become a more diverse, anti-racist, inclusive organization. We acknowledge and welcome the complexity of the work ahead.

Full vaccinations for staff, creative team, and artists are mandatory for employment, as is adherence to all COVID-19 safety protocols. Proof of vaccination will be required upon first day



of work.

To apply, send cover letter, resume, and three references to hire@westontheater.org. Please put "Lighting Supervisor" in the subject line.