



Job Title: Lighting Supervisor
Reports to: Technical Director
Status: Independent Contractor, Seasonal
Works With: Technical Director, Director of Production, Designers and IATSE crew

General Lighting Supervisor Duties:

- Assist the Lighting Designer and Technical Director (TD) in the coordination and implementation of lighting needs for the production.
- Attend load-in, final room run, technical rehearsals, after rehearsal notes sessions and strike for all shows as needed.
- Prepare “special essentials” for productions (i.e. practicals, effects, etc.)
- Compile preliminary budget spreadsheets keeping the TD updated on the budget for the show.
- Stay within the given budget for the show. Communicate with the TD and Director of Production if there are budgetary issues.
- Complete plot preparation
- Prep all paperwork, color(gel), gobos, hang charts and effects needed for electrics load-in
- Shop for and supply any lighting items needed for the show. This will include any rental gear needed.
- Receive rehearsal reports and respond to any notes within a timely manner.
- When we move to the Kauffman space, in conjunction with the TD, work with the IATSE crew lighting department to make sure the electrics for the show are being taken care of and repaired properly.
- Wring out/channel check plot before Lighting Designer arrival/focus
- Compile work notes for onstage work sessions
- Communicate with the Stage Management staff regarding progress on notes and updates on lighting changes.
- Work with the Head of Electrics and board operator to conduct dimmer check before each show.
- Attend all performances, making sure the lighting of the show is staying consistent. This includes calling spots if necessary.
- At strike, collect gel, gobos and all rental gear making sure it is returned to its proper location maintaining the lighting storage area at LOKC.
- Archive all shows and finalize all documents once the show closes. This would include instrument schedule, channel hook-up, updated plots with electric heights, focus charts, and any other documents that would be necessary to re-mount the show.
- When using LOKC equipment, always use the safety guidelines put forth by LOKC.

Minimum Qualifications:

- Bachelor’s degree or 3 years of experience working in Technical Theatre or Opera atmosphere.
- 3-5 years’ experience working as a combination of Electrician, assisting lighting designers and managing crews.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite, Vectorworks or AutoCAD and Lightwright.
- Knowledge in new lighting equipment being used in the Industry.

- Knowledge of general theatrical safety practices and rigging techniques.
- Ability to collaborate with staff, union crews and professional colleagues.

Physical Demands:

- Must be able to work nights and weekends, as required.
- Must have the ability to lift 50 pounds.
- Must be able to twist, turn, bend, reach and work overhead.