

# THEATER WORKS HARTFORD

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Job Title: **Lighting Supervisor**

Department: Production

Start Date: As soon as available

Salary: \$41,000 annually

FLSA Status: Salaried, Exempt

**General Outline:** The **Lighting Supervisor** is responsible for all of the theater's lighting and electrical aspects of TheaterWorks Hartford. TheaterWorks is a 188 seat intimate theater that produces a relevant repertory of plays that focus on social and cultural issues.

## **About TheaterWorks Hartford:**

Innovation, Ingenuity and Intimacy

**TheaterWorks Hartford** (TWH) presents contemporary American Theater to an audience of 36,000 in the heart of Connecticut's capital city. TWH takes pride in its agility and resilience turning this past year's pandemic into an opportunity to pivot programming while remaining committed to important storytelling. Since 1985, TWH has continuously produced quality live theater. During the pandemic, when many theaters struggled to find a way forward we persisted, producing a full season of new, innovative, virtual work.

Located in downtown Hartford, TWH owns its building – an amazing resource that provides financial stability and a space to create. Led by Producing Artistic Director Rob Ruggiero, the theater presents 5-6 productions per year in its 188 seat venue. TWH brings some of the most exciting plays, playwrights and creative teams to share the intimacy of its modified thrust, which serves as a unique “hug” to the shared humanity on stage and in the audience. TWH has produced many Broadway hits including: American Son, Next to Normal, Ella: Off the Record, and High. In 20/21, TWH developed a digital membership hosting new works, unique digital productions, concerts and other content. This past year brought new collaborations with some of the most important theater makers in America including Sarah Ganchar, Jared Mezzocchi, Harrison David Rivers, Mei Ann Tao, Awoye Timpo, James Anthony Tyler among others.

**Mission Statement:**

To produce high quality, contemporary theater that is relevant to their audiences, engages adverse community, and provides insight into the human experience.

**Diversity and Inclusion Statement:**

Reflect. Listen. Name. Act. Come Together.

This is the framework we are using to pursue a more just and equitable workplace. As we lean into “the work,” we continue to challenge the way “things have always been done,” reaching for a space that takes into consideration all perspectives and points of view. We try hard to listen and respond (a core tenant of good theater) acknowledging that we must include all of humanity in our collaborations. We not only name the places where work must be done, we act in accordance with these discoveries, keeping a diverse company in our sites as we shift and grow. But most importantly, we stand by the purpose of theater as a coming together--and we use that as our north star as we wade through-- towards our future of an institution that is diverse, inclusive and equitable.

**Summary of Position:**

As a vital member of the production team of TheaterWorks Hartford, the **Lighting Supervisor** is responsible for many facets of all the producing efforts created by the theater. This team member is responsible for managing the lighting department of the theater and all of the production associated lighting and electrical aspects. These may include some combination of the following: hanging a light plot, installing a lighting section, instrument schedules, hookup schedules, dimmer schedules, cue sheets, focus charts, equipment shop orders, color cut lists, and cheat sheets. This individual should also have experience with programming and operating the ETC Ion light board, knowledge of ETC dimmer racks, familiarity with installing LED tape and low voltage dimmers and should have experience with most lighting instruments. The Lighting Supervisor is responsible for ensuring a safe acting/working space for actors and staff onstage, in the shop and any storage locations.

**Key Relationships:**

- Director of Production
- Technical Director
- Associate Technical Director
- Artistic Producers
- Production Team Members
- Designers

## **Lighting Supervisor - Duties**

### **Pre-Production**

- Read the play prior to preliminary set drawings due date
- Attend and participate in weekly production staff meetings
- Work in the scenery shop as needed or as directed by Director of Production
- Meet with Lighting Designer in regards to light plot for each production

### **Load In**

- Report to the Director of Production for daily load in work assignments
- Execute the installment of all lighting elements
- Assist the AV Supervisor with installing sound elements
- Maintain constant contact with the Director of Production through the completion of lighting installation
- Communicate with the lighting designer regarding any design changes and report the changes to the Director of Production
- Deploy and set up tech tables

### **Tech Week**

- Program lighting console
- Run the focus crew for lighting focus
- Report to Director of Production for daily tech work assignments
- Consult with the Director of Production to establish needs and resources for light notes
- Execute light notes
- Assist in prepping the theater for first preview

### **Preview Week**

- Maintain, organize and clean the lighting area of the scenery shop
- Attend rehearsals whenever lighting is required
- Post Mortem overall production process with the Production Manager, Production Supervisor and Technical Director

## **Show Run**

- Report to the Director of Production to establish pre-show duties
- After pre-show responsibilities are satisfied, report to the House Manager to assist in seating patrons
- Report any problems regarding lighting to the Director of Production
- Read and react, where applicable, to Performance Reports

## **Additional Duties**

- Assist with snow removal when needed
- Assist with the maintenance of all electrical fixtures within the theater
- Inventory and requisitioning of theatrical lighting needs
- Assist the Director of Production as a “Gallery Electrician” working with Artists to focus lighting
- Report to the Director of Production for daily assignments

## **General Duties**

- Secure crew for hang and focus; lead the crew at hang and focus, working closely with Lighting Designer, updating show lighting paperwork as needed; archive show lighting paperwork in organized manner
- Program the light board during tech rehearsals when needed; supervise, train and mentor others in light board programming and operation for show runs
- Maintain lighting equipment inventory, troubleshoot problems and repair fixtures
- Participate in scenery construction, and load-in; collaborate on special effects (atmospherics, set and prop practicals)
- Research and source specialty equipment, rental sources as needed within show budget. Coordinate pickup and return of borrowed or rented equipment in timely manner
- Monitor and document any rental of Company lighting equipment
- Work with the production team for load-in – all technical elements (sets, lights, sound and projections) – installing scenery, hanging lights, sound equipment, etc.
- Ensure completion of lighting and work notes during tech and show runs carpentry, sound work notes during technical rehearsals
- Efficiently and clearly communicate with creative team and theater staff
- Run shows (various duties) and interact with patrons at Front of House when needed
- Work with the production team at strike

- Mentor and train interns, staff members, and over hire personnel emphasizing best practices and safety
- Implement and maintain OSHA and industry safety standards
- Other duties as assigned by the Technical Director and Production Manager
- Provides backup and assistance to Audio Visual Supervisor.
- Communicate regularly with the Director of Production to coordinate lighting with other elements of show and to coordinate schedules and timelines.

**To Apply:**

Please send resume, cover letter and references to [info@twhartford.org](mailto:info@twhartford.org) and type **Lighting Supervisor Search** in the subject line. Search will remain open until the position is filled. No phone calls please. TheaterWorks Hartford is an equal opportunity employer. BIPOC candidates encouraged to apply.