

Job title	<i>Lighting Supervisor</i>	FLSA Status	<i>Hourly Employee, Non-Exempt, Seasonal</i>
Reports to	<i>Production Director</i>	Department	<i>Production</i>

Organization Summary

Founded in 1998, Theater Latté Da (TLD) is in its 23rd season of presenting original and re-imagined musical theater. Theater Latté Da creates new and impactful connections between story, music, artist, and audience—exploring and expanding the art of musical theater. TLD is dedicated to expanding the American Musical Theater with work that speaks to a contemporary audience. Theater Latté Da has fostered innovation and diversity since its conception. We believe in work that is bold, inclusive and collaborative; we act with integrity and gratitude. These values are integral to the organization’s health and drive the discussion at every stage of decision-making. Through productions that transcend the conventional, the organization helps solidify the Twin Cities’ reputation as a place where progressive art plays a vital role. Theater Latté Da believes in a culture of inclusion, diversity, equity, and access. The diverse and dynamic interests of those who work here provide opportunities, both organized and impromptu, for individual pursuits and exploration.

Compensation

\$22.00 per hour.
 Paid time off prorated based on hours worked.
 Paid Holidays.
 Flexible work environment
 Complimentary tickets to all Theater Latte Da productions.

Hours for this job are primarily centered around load-in and tech rehearsals with four to five productions a year. The other weeks involve some minimal coordination, email communication, and the occasional small project. The schedule is known well in advance and can be planned around.

Job purpose

The Lighting Supervisor is a critical member of the production team and will lead Theater Latte Da’s lighting department in managing and executing all lighting needs and designs. They will hire and oversee a team of diverse individuals to assist in the process to ensure a quality product is delivered on schedule and within budget.

Duties and responsibilities

Essential

- Works closely with the Lighting Designer to execute all lighting design elements and create a positive and collaborative process.
- Hire, Schedule, and Manage lighting personnel including electricians, lighting programmer/operator, followspot operators, and emergency subs.
- Manage the lighting department budget for each production and track all expenses.

- Manage the physical lighting area at the Ritz Theater including organization, and maintenance.
- Ensure the ongoing quality and repair of lighting elements during the run of a production.
- Participate in and direct lighting crews during light hangs, practical installation, focus, notes, and strike for all productions.
- Manage all lighting needs for rentals and special events at the Ritz Theater (limited).
- Ensure a safe workspace and product that complies with all regulations and standard practices.
- Conduct an annual maintenance and refurbishment of all lighting equipment.

Other

- Create a thorough lighting archive for each production
- Assist in budgeting and planning for lighting department growth for subsequent seasons.
- Create a comprehensive budget estimate for all lighting elements based on the designs provided.
- Work directly with the designer and director to establish priorities and keep expenditures within budget.
- Act as liaison with stage management for lighting needs and rehearsal notes.
- Respond to Stage Management daily rehearsal and performance reports with information as necessary.
- Coordinate with other departments on any elements that share responsibilities.
- Create paperwork as needed for the successful operation of the production including lighting plots, instrument & hang schedules, magic sheets, and cue sheets.
- Familiarize the Light Board Operator with all equipment and its proper use and care.
- Maintain inventory of expendables; order supplies and stock items as needed.
- Oversee the return of all rented and borrowed pieces upon closing.
- Attend weekly team meetings, and periodic production meetings.
- Actively create a diverse, inclusive, and welcoming working environment.

Qualifications

Required

- Excellent knowledge and skill in theatrical lighting and wiring techniques.

- Excellent knowledge on the use and maintenance of theatrical lighting equipment, especially ETC EOS family consoles.
- Ability to manage and encourage a diverse team of professionals to execute a successful design process.
- Ability to manage the lighting design process to achieve the designs within budgetary and other limitations.
- Ability to work a varied schedule and be available for evenings and weekends at predetermined times.
- Ability to frequently work at heights on extension ladders and lifts, or within confined locations.
- Knowledge of safe working conditions. Specifically, NEC and OSHA requirements.

Preferred

- Access to a personal vehicle.

Working conditions

The Lighting Supervisor will spend much of their time working on their feet in the theater. Frequent work at heights on ladders and lifts will also be required. The remaining portion of their time will be spent working and communicating on a computer.

A shared office space will be provided at the Ritz Theater, but this person may do a significant amount of work remotely.

Physical requirements

The Lighting Supervisor may be required to lift up to 50 lbs more than occasionally.

Direct reports

Electricians, Light Board Operator, Followspot Operators

How to Apply

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, or status as an individual with disability. EEO/W/M/Veteran Disability

To express your interest about this opportunity please follow this link to upload your resume and cover letter - <https://forms.gle/ZywZkB1kPf8r4U298>

Job Demands and Conditions Analysis

O = Occasional, less than 1 time per week
 S = Some, less than 1/3 of the time
 time

F = Frequent, from 1/3 to 2/3rds of the time
 C = Consistent, more than 2/3rds of the time

Blank = not required

