

SUMMARY

- Provide skilled workmanship for the scenic and stage elements needed for the Skylight Music Theatre's season productions, and Broadway Theatre Center (BTC) events. Lead mix of staff and over hire in production of all scenic elements for the Skylight Music Theatre Scenic Studio in a safe, orderly, and efficient manner.
- Salary: **Starting at \$55,000 a year; Exempt, Benefit Eligible position**
- Start Date: **Immediate – July 1, 2022**

Skylight Music Theatre is a professional non-profit theatre company (AEA SPT) in Milwaukee's historic Third Ward District. Skylight is a resident company in the Broadway Theatre Center (BTC) which includes a 350-seat proscenium theatre (The Cabot Theatre) and a 99-seat black box (The Studio). Founded in 1959, Skylight Music Theatre produces 5 – 7 Broadway style productions in the Cabot Theatre each season.

RESPONSIBILITIES

1. Working with the Director of Production & Facilities, lead all aspects of planning, scheduling, materials acquisition, scenic build, load-in, technical rehearsals, and strike for all productions and events in the season. Adhering to all budgetary parameters set by the Director of Production & Facilities.
2. Communicate with all appropriate designers required for the season productions.
3. Draft all technical build plans required to implement season production designs. (AutoCad/Vectorworks/Sketchup; CAD preferred)
4. Perform scenic construction duties as needed alongside shop staff/over hire. Construct or adapt from stock scenic elements for each production and ensure the safe and timely completion of all scenic elements.
5. Lead scenic crew in construction for all scenic elements, installations, and strikes of the season.
6. Maintain clear communication with Director of Production & Facilities, BTC staff, and other crew members about production-related information.
7. Coordinate and lead materials research and acquisition. Continue to source new vendors and services that could be useful in production. Build, barter, and maintain relationships with these vendors.
8. Assist in scheduling and coordinating use of Skylight Box Truck. Take lead in the transport of equipment, materials, and furniture including stock and donations between BTC and Production Shop Warehouse.
9. Create & maintain a safe, clean workplace in all production areas, including the stage. Maintain Warehouse production shops and supervise all crews within.
10. Attend all production/staff meetings required for the season.

SKILLS AND TRAINING:

1. BA or BFA in Theatre or comparable professional experience with training in technical theatre production.
2. Understanding of industry standards for theatrical scenery building. Proficient with all theatrical shop equipment and tools for set construction. Working knowledge of a variety of construction methods, materials and techniques including wood, fabric, metal, and plastics.
3. Welding proficiency desirable.
4. Drafting experience (AutoCAD preferred) required.

SKILLS AND TRAINING Cont.

5. Comprehensive training in the safe operation of stationary and portable power tools, hand tools, stage rigging and equipment. Rigging experience in counterweight system/loft required
6. Able to work as a team member and maintain a positive attitude.
7. Valid driver's license. Driving 16' box truck and other Skylight or rental vehicles as necessary.

PHYSICAL REQUIREMENTS:

1. Must be able to carry up to 75 pounds unaided and lift 50-70 pounds.
2. Must be able to climb and work from ladders and heights.
3. Must have the vision and dexterity to safely operate stationary and portable power tools, hand tools, stage rigging and equipment.

APPLY:

- Interested and qualified candidates should send a cover letter and resume to Joel Kipper, Director of Production & Facilities JoelK@SkylightMusicTheatre.org.
- Skylight Music Theatre is an Equal Opportunity Employer, people of all ethnicities and gender identities are encouraged to apply.

Revised: September 27, 2021 by Director of Production and Facilities Joel Kipper