

**FUNCTION:**

- Assist the Lighting/Audio Supervisor in implementing and maintaining the administrative and production functions of the lighting and audio departments for Skylight Music Theatre's 2021-2022 Season and Broadway Theatre Center (BTC) events.
- Salary: **\$686 per week; Exempt Benefit Eligible position**
- **Dates: Immediate until early June 2022**

**RESPONSIBILITIES:**

- Assist with all lighting and sound needs for Cabot Theatre productions, including the testing, maintenance and upkeep of all lighting equipment, projectors, and sound equipment.
- Operate Yamaha QL5 for all rehearsals and performances in Cabot Theatre (Skylight's mainstage performance space)
- Attend and participate in all installs, technical rehearsals, (performances when acting as primary operator) for all Skylight Productions.
- Review light and sound plots with Lighting/Audio Supervisor to evaluate feasibility and implementation.
- Assist in preparing and installing equipment based on plots and designer supplied specifications; including but not limited to tech table set-up, i.e. tables, headsets, and video monitors, god mic, etc.
- Collaborate to produce show-related lighting and sound paperwork. Maintain neat & accurate records of design execution for a given production. Make archival copies of all paperwork and sound effect media after a production has closed.
- Assist Lighting/Sound Supervisor in testing, maintaining, and general upkeep of all lighting, sound, communication, and video distribution equipment for BTC and SMT productions, events, and rentals.
- Serve as a member of stage crews for work calls, load-Ins, strikes, and changeovers in Studio Theatre as well as Cabot Theatre when assigned.
- Adhere to the proper shut-down of all lighting, sound, special effects, stage equipment and other electrical appliances, assuring that the theatre is left in a safe, secure, and appropriately lit manner and that equipment is locked in a secure place.
- Attend all appropriate meetings as necessary, including but not limited to feasibility, production, notes, department, and staff meetings as requested.
- Other duties as assigned by the Lighting Audio Supervisor.

**SKILLS AND TRAINING:**

- A BA or BFA in theatre or comparable professional experience, with training in technical theatre including but not limited to basic stagecraft, electrics, theatrical rigging, video/projections, sound reinforcement and design.
- Must be familiar with industry standard software; ETC EOS Systems, QLAB, Vectorworks and Lightwright. Dante certified level two or higher preferred.
- Computer proficiency as it relates to current lighting and sound technology, preferably both Macintosh and Windows environments. Must be able to multi-task and prioritize work on varied projects, whether physical or administrative.
- Ability/willingness to collaborate and work as a team member, while maintaining a positive attitude with a diverse staff through strong verbal and written communication and organizational skills.

**PHYSICAL REQUIREMENTS:**

- Must be able to lift 75lbs, and able to climb and work from ladders.
- Must have the vision, hearing, and dexterity to safely operate in a construction environment, operate hand and power tools, stage rigging and fine detailing work if necessary.
- This position has irregular hours with regular night and weekend responsibilities.

**APPLY:**

- Interested and qualified candidates should send a cover letter and resume to Joel Kipper, Director of Production & Facilities [JoelK@SkylightMusicTheatre.org](mailto:JoelK@SkylightMusicTheatre.org).
- Skylight Music Theatre is an Equal Opportunity Employer and encourages a diverse workforce. All gender and ethnic identities are encouraged to apply.

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