



**DANCE THEATRE OF HARLEM
JOB DESCRIPTION-LIGHTING SUPERVISOR**

Status: Exempt

Dance Theatre of Harlem, established since 1969, is a multicultural dance institution that includes a professional, internationally recognized touring ballet company. The organization's extraordinary legacy of providing opportunities for creative expression and artistic excellence carries a solid commitment toward enriching the lives of young people and adults around the world through the arts. The DTH company tours an average of 15-20 weeks per year across the U.S. and abroad. Reporting to the Production Stage Manager, the Lighting Supervisor is responsible for overseeing all stage lighting requirements and stage looks for individual ballets as part of each complete performance on tour and locally. Responsibilities include, but are not limited to:

Essential functions

- Set the specific lighting plot and line set schedule based on the DTH rep plot for each individual venue.
- Communicate the lighting requirements to each venue in anticipation of all pre-hangs and coordinate the local lighting crew and the in-house Production teams in advance.
- Plan/recommend local theatre schedules in conjunction with the Production Stage Manager (load-in, load-out, stage and rehearsal times, etc.) based on theater requirements and contractual stipulations.
- Review show/production/event information in advance and advise of any necessary changes.
- Supervise local venue lighting and stage crews as needed. Level of supervision varies from venue to venue. Local crews may be IATSE, non-union or college students.
- Hang, focus lighting instruments, program and operate the local stage lighting console and other lighting equipment as needed. Troubleshoot and resolve problems with stage lighting equipment.
- Properly document for all dance production cueing, circuiting, dimming, addressing, and system configuration.
- Maintain and keep current comprehensive online cloud storage of all DTH lighting information for each ballet.
- Maintain and keep current the online cloud storage of all DTH lighting and technical information for each venue.
- Attend Production meetings as needed.
- Maintain inventory control of all DTH lighting & production equipment and consumables.
- Maintain a safe and efficient workplace for all staff.
- Work independently as well as part of a team.
- Participate in special projects including offsite productions as needed.
- Plan, prepare and help transport physical lighting materials and production equipment (including but not limited to gels, gobos, lighting and varied Production equipment, etc.) as needed.

Job Description - Lighting Supervisor (cont'd)

- Provide feedback to DTH Artistic and Production staff on improving the technical quality of performance.
- Perform Boom checks following all Gel changes
- Perform Dimmer and Blackout checks prior to all Performances
- Be always available via headset during performances
- Ensure all spot operators have the correct frames, gels, intensity set prior to a performance and/or rehearsal
- Set Light lines with Production Stage Manager prior to lighting focus
- Communicate with Lighting Designers about questions, issues, advances, etc.
- Assume Technical Leadership in coordination with the Production Stage Manager.
- In an emergency, be prepared to call the show should the PSM be incapacitated.
- Drive rental car, cargo or passenger van and up 14' truck as needed.

Supervision

- Stage crews at local venues.
- Assistant Lighting Supervisor where applicable.

Required Qualifications

- 5 years of minimum experience in stage lighting, 10 years of experience preferred in the performing arts, particularly dance, as a stage lighting supervisor.
- Educational background (College Degree, Masters level preferable)
- Extensive experience with current stage lighting technology.
- Experience with a variety of lighting consoles, especially ETC consoles.
- Proficiency in configuring stage lighting control systems.
- Ability to create, read and understand lighting plots and supporting paperwork.
- Ability to interpret and evaluate theatrical venue technical drawings and associated documents.
- Proficient in Auto CAD, Vectorworks & Lightwright.
- Ability to call a performance in an emergency.
- Supervisory and training skills.
- International stage production touring experience a plus.
- Assist with additional production needs as necessary.
- Ability to assume technical leadership if needed
- Ability to create and maintain a positive work atmosphere by communicating in a professional manner and always maintain a professional attitude.
- Ability for physical activity of climbing, ascending or descending stairs, poles and the like using feet and legs, hands and arms, balancing body, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing/pulling using upper extremities, occasional lifting or moving equipment up to 20 kgs., fingering grasping, feeling, talking, hearing.
- Ability of close visual acuity involving inspection of small defects, parts and operation of machines using measurement devices.
- Eligibility to work in USA.
- Valid Driver's license and a clean driving record
- Valid Passport.

Terms and Conditions:

- Seasonal employment per Letter of Agreement.

Job Description - Lighting Supervisor (cont'd)

Seeking Coverage for the Following Weeks

- Sunday, October 16 – Sunday, October 23, 2022 – Charleston, SC
 - Monday, October 24 – Sunday, October 30, 2022 – Durham, NC & Reno, NV
 - Monday, October 31 – Sunday, November 6, 2022 – Seattle, WA
 - Monday, November 7 – Sunday, November 13, 2022 – Tuscon, AZ
 - Monday, November 14 – Sunday, November 19, 2022 – Tempe, AZ
-
- Compensation: \$1300-\$1400/week
 - Benefits: Statutory only
 - For all tour engagements, hotel (single occupancy), travel and per diem will be covered by DTH
 - Traveling 100 %.

TO APPLY:

Send resume and cover letter to: humanresources@dancetheatreofharlem.org mark subject line:
“Lighting Supervisor”

Dance Theatre of Harlem is an equal opportunity employer.