**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 (including spotlights) 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. Provide a workable lighting plot for a venue that has primarily conventional lighting packages and venues that have primarily intelligent lighting packages.
* Communicate the lighting requirements with each venue in anticipation of all pre-hangs and coordinate the local lighting crewwith the in-house Production teams in advance.
* 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 if needed. Troubleshoot and resolve problems with stage lighting equipment.
* Call Spot Light cues, unless running the light board (then the PSM will call Spot Light cues).
* Properly document all dance production cueing, circuiting, dimming, addressing, and system configuration. All documentation is to be saved on the DTH server.
* Maintain and keep current comprehensive online cloud storage of all DTH lighting information for each ballet on the DTH server.
* Maintain and keep current the online cloud storage of all DTH lighting and technical information for each venue on the DTH server.
* 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.
* Provide feedback to DTH Artistic and Production staff on improving the technical quality of performances.
* 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 preferred experience 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, Lightwright , and Vectorworks.
* Ability to call a performance in an emergency.
* Supervisory and training skills.
* International stage production touring experience is 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 maintaining 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 to 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.
* Compensation: weekly salary ranges from $1,350 to $1,500 commensurate with experience and academic credentials –paid bi-weekly.
* Benefits: Statutory only.
* Traveling 80 %.

Dance Theatre of Harlem is an equal opportunity employer.

Jd: Lighting Supervisor

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