

Carleton College Position Description

Job Title: Lighting Production Manager - Grade 12

Reports to: Director of the Arts

Division: DOC

Department: Director of the Arts

Position Overview: This position is responsible for supervising the lighting in all spaces of the Weitz Center for Creativity and other venues of the College. The Lighting Production Manager will work with a wide spectrum of academic departments and college offices to technically support performances and events in line with the goals of the Weitz Center. A collaborative-minded, energetic individual will help maximize the facility's potential.

Essential Job Functions / Responsibilities


- Supervise lighting in all venues of the Weitz Center: The Theater, Dance Studios, Kracum Performance Hall, and others as necessary.
- Maintain lighting equipment and supervise lighting for facility, including installation and maintenance of a standard lighting plot in each space.
- Design lighting for Theater and Dance productions and Music events.
- Serve as liaison and production manager for guest artists and outside companies using the space: orient users to safety, technical characteristics, and other areas of facility operations.
- Supervise student work crews.
- Train students to operate light boards in all venues; provide staffing for events as needed.
- Advise and support student organizations, academic departments, and campus offices using performance spaces.
- Support performances and installations in white spaces and other non-traditional areas of the building.
- Support Theatre and Dance department productions as necessary and as determined in consultation with Theatre and Dance's Technical Director.
- Coordinate production and crews for performances in other venues on campus.
- As a key member of the Weitz Center Technical Team, coordinate management of all events in the Weitz Center.

Education/Experience/Skills (supported by job duties):

Bachelor's degree required with up to 10 years of experience.

The Lighting Production Manager will be well-versed in all aspects of lighting, from design to hang-and-focus to operation. The candidate must be familiar with ETC consoles, VectorWorks, Lightwright, and QLab software. Additionally, this position will be called upon to deal with a wide range of technical issues; They will benefit from a working knowledge of techniques, methods and procedures of theater, dance, and music productions and presentations including stage, set, sound and lighting design and implementation, stage management, computerized lighting systems, video projection, stage carpentry, appropriate safety precautions and procedures.

- Ability to analyze and evaluate the need for technical support for various events and performances.
- Manage student work crews and instruct students in correct and safe use of equipment.
- Ability to communicate effectively both orally and in writing.

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- Establish and maintain effective working relationships with representatives of various groups, vendors, co-workers , and others.
 - Maintain irregular and extended working hours.
 - Perform minor repairs and preventative maintenance on equipment; maintain inventory of necessary supplies.
 - Able to lift, push or pull objects up to 50 pounds using appropriate tools.

NOTE: This job description is not intended to be all inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

