## Job Description

**Job Title:** Lighting Designer  
**Reports to:** Production Manager, Director  
**Mentor:** Designated Professional Mentor  
**Department:** KIDSTAGE Summer Independent Production  
**Supervisor:** Designated KIDSTAGE Staff

### Position Overview:
Lighting Designers use different lighting instruments and colors of light to appropriately illuminate the performance space. They mimic different lighting conditions (daylight, night-time, indoors, outdoors, etc.), as well as enhance the mood of a scene. They also create a light plot, hang and focus instruments, and program cues. Lighting designers are collaborators, understand appropriate use of color and angles of light, and are adept at programming a light board.

### General Responsibilities:
- The Lighting Designer should provide light plot and associated paperwork for the artistic concepts of the Director within budgetary constraints established for the Summer Independent production.
- Generate and update additional lighting paperwork such as Instrument Schedule, Circuiting, and Patching for the light plot.
- Lead and supervise hang and focus.
- Run light board for the production.
- Check email on a regular and consistent basis, and respond to emails in a timely manner.
- Accomplish and supervise all lighting notes during tech and run of show.
- Attend all production meetings.
- Designer agrees to schedule adequate time with the Director for design execution; work within the existing inventories/restrictions of the Village Theatre; set cues with Stage Manager and Director at "paper tech" and build light cues with Director and Stage Manager during "dry tech" as necessary.
- Be familiar with safe operating procedures of working with light equipment and ladders (must always have one other person present in the theatre when working on a ladder.)
- Keep all expenses within budget and return in receipts promptly to the production manager.
- Demonstrate professional behavior and respect for others at all times.
- Attend all production meetings, technical, and dress rehearsals.
- Report all incidents and emergencies to KIDSTAGE staff.
- Communicate and enforce KIDSTAGE Expectations of Behavior. No use of alcohol or tobacco or illegal substances is allowed in and around the Village Theatre buildings.
- Attend strike. Return all borrowed items in original condition.

### Education and/or Equivalent Experience Preferred:
- Pursuit or intent to pursue an undergraduate degree in theatrical lighting design or related field
- Working knowledge of lighting instruments and technology for a theatrical production

### Other Skills, Ability and/or Knowledge:
- Calm / Professional demeanor
- Working knowledge of professional theatre producing practices and personnel management
- Knowledge of and ability to generate all stage lighting paperwork
- Proficient in programs including but not limited to: Excel, Word, Vectorworks, and Dropbox
- Exercise good judgment and discretion
- Flexibility in schedule
- Attention to detail
- Self-starter
- Strong organizational skills
- Ability to execute projects efficiently and according to schedule
- Ability to work independently and to maintain a positive work atmosphere
- Work schedule varies and includes evening and weekend hours

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.