

CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

POSITION DESCRIPTION

Assistant Lighting Supervisor

Part Time, Seasonal, Non-Exempt position

Position Description

The Assistant Lighting Supervisor (ALS) reports to the Lighting Supervisor (LS) and the Production Manager (PM), and is charged primarily with assisting the LS with coordinating and planning electrics requirements for Cal Shakes' season, including 2 Mainstage productions and Venue Rentals. The ALS also offers occasional support as requested for projects in other departments at Cal Shakes.

About Cal Shakes

Description: Launched in 1974, Cal Shakes is a major Bay Area theater that, guided by the artistic direction of Obie Award-winning Eric Ting, has emerged as a leader in promoting Equity in theater and incorporating the voices and perspectives of community partners in the works on our stage. California Shakespeare Theater strives for an inclusive work environment and works to actively embrace a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.

Mission: Cal Shakes redefines the classical theater for the 21st Century, making works of extraordinary artistry that engage with our contemporary moment so we might learn about ourselves and each other in the fullness of our world.

Equity, Diversity, and Inclusion (EDI) Statement: At Cal Shakes, we believe that equity is a practice. Our actions—both onstage and off—can have a positive social impact by exposing oppression, addressing historic injustices, and showing how power can be transformed and shared in different ways. We endeavor to dismantle systemic bias by actively including, reflecting, and creating opportunities for our diverse Bay Area communities. We recognize that this work is ongoing and often imperfect, but we are committed to facilitating respect for the many facets of the human experience

Essential Duties and Responsibilities:

Fulfillment of these responsibilities is accomplished in the following ways:

Assistant Project Management for Mainstage shows and Rental Events:

- Assist in interviewing, training, and overseeing personnel, including scheduling over-hire labor
- Assist the LS in working within budget guidelines, create budget projections, and create budget solution strategies
- Assisting the LS in creating cost-effective plans for electrics install and strike for the Bruns Amphitheater
- Coordinate maintenance, load in, focus, and notes calls
- Lead day time tech note calls
- Prioritize safe practices in an outdoor environment and in conjunction with the other production departments
- Coordinate and maintain vendor contacts, pricing, and product availability with the LS
- Purchase needed materials and supplies and acquire appropriate rental equipment
- Collaborate with the lighting designers, assistant lighting designers, directors and theater staff to effectively execute the lighting design
- Promote a positive and inclusive culture in the electrics department



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Maintenance and Administrative:

- Work with the Facilities Manager, Technical Director and PM to facilitating a safe environment for all employees and audience members in accordance with fire code, OSHA, union rules, company policy
- Maintain tools and equipment, and make recommendations for equipment upgrades and purchases
- Create, maintain, and distribute information related to the production capabilities of the Bruns Amphitheater, such as CAD and paper drawings of the space and photographic reference materials
- Keep up-to-date budget tracking information according to guidelines established by the LS and PM
- Provide technical support for other theater events and projects as requested

Special Environmental Factors:

- Theater is open-air with extended standing and walking on uneven surfaces.
- Work at the theater includes exposure to sunlight, and hot and cold weather for extended periods of time.
- Variable schedule requires evening and weekend hours during load-ins and technical rehearsals. Some work calls end around 2:30 am.

Qualifications

- Share with us a respect for diverse backgrounds and voices and a commitment to inclusion and equity
- Minimum of two years professional experience in theatrical electrics and leading crews
- Experience and/or professional-level training with a variety of lighting equipment, including Colortran instruments, ETC products, and various LED fixtures.
- Experience programming and troubleshooting on an ETC Element/EOS Family Consoles
- Solid verbal communication skills, digital/written communication skills are a plus
- Are proactive and have the ability to work effectively on a team
- Can work unsupervised and lead a crew of electricians
- Comfort working at heights (ladders, genie lifts, catwalks, and truss)
- Ability to lift 30 pounds over your head
- Good time management
- Are punctual
- Previous outdoor theater experience preferred
- A valid driver's license and own reliable transportation preferred

This position reports to: Production Manager and Lighting Supervisor

Compensation: This is a Seasonal non-exempt position. Salary ranging between \$19-\$22 per hour.

Time Commitment: This position is a part time position from April 2022 through October 2022.

Applications will be accepted until Feb 15th, 2021. Interviews will be conducted early March.

How to Apply: Please submit a cover letter and résumé to: productionjobs@calshakes.org (with "Assistant Lighting Supervisor Search" in the subject header).