



Chicago

GENERAL INFORMATION

Position Title: Lighting Supervisor

Pay Status: Exempt Non-Exempt

Job Status: Part-time _____ Full-Time X

Reports To: Production Stage Manager

Employer: TZ Chicago LLC

Start Date: 05/28/2019

POSITION SUMMARY:

The Lighting Supervisor operates the lighting system nightly and works with the LD and PSM to create the best experience possible. The Lighting Supervisor is the Lighting Programmer for the venue, this work being an integral part of the position. This person is responsible for the care and maintenance of all of the lighting equipment. Lighting Supervisor works to maintain the integrity of the Lighting Designer's work during the run of the evening. This position works with the TD on all maintenance issues and work schedules. The Lighting Supervisor works with the PSM on the development of any lighting related props or special lighting needs for the venue.

COMPANY SUMMARY:

Teatro ZinZanni Chicago presents a full evening of entertainment, combining cirque artists, European cabaret, contortionists, jugglers and illusionists with live music and a gourmet multi-course meal. Set in an antique jewel box tent imported from Belgium, our newest venue will open in July 2019.

ESSENTIAL FUNCTIONS

Responsibilities:

- Program and operate intelligent/conventional lighting console
- Responsible for quality control, regular maintenance and repair of lighting equipment
- Generate and update lighting paperwork including: plot, inventory, dimmer schedule, channel hookup, magic sheet, pre and post shift checklists through Ion system
- Performs all manipulation of lighting equipment inside the venue including focus, cleaning, weekly maintenance, and safety checks
- Shut down and secure the lighting system upon nightly departure
- Assist in the selection of lighting equipment in response to the needs of the venue and based on budgetary guidelines and accepted technical standards, including researching options to present to directors, designers, and Technical Director
- Handles all lighting rentals
- Responsible for new show preparation, including pulling and importing cues, acts, and sequences in advance
- Collaborates with Director, SM, Artists and all Production Departments in logistics pertaining to practical lighting related props and lighting needs
- Keeps updated files with clear cue sheets and notes

- Updates all substitutes as changes occur
- Handles all lighting or electrical prop repairs
- Maintains a monthly maintenance schedule
- Maintains lighting storage area
- Keeps the lighting booth clean and organized
- Helps to recruit, train and supervise hourly substitute lighting crew
- Promotes positive team atmosphere onsite
- Attends rehearsal as requested by the PSM or Lighting Designer including all technical and dress rehearsals
- Attends weekly production meeting and other meetings as needed
- Stays current with new and developing trends in the lighting industry

Budget Responsibility:

- Works with the PSM and TD on the selection and purchase of lighting equipment in response to the needs of the venue and based on budgetary guidelines and accepted technical standards

Measurable Standards:

- Must perform in a professional manner at all times, maintaining a positive attitude and providing positive “public relations”
- Accountable. Able to be present and on time for meetings, rehearsal and working shifts
- Able to provide timely completion of duties: meet deadlines. Knows when to issue request for assistance when appropriate
- Ability to work and communicate well with all types of staff utilizing voicemail, email, computers, fax machines, copiers, and proper use of memos and other office communications
- Ability to work well under pressure and be able to meet deadlines while maintaining a high degree of accuracy
- Must be able to maintain confidences
- Considerable ability to establish and maintain effective working relationships with individuals and groups of various cultural and socioeconomic backgrounds
- Respectful of the rights of others

JOB QUALIFICATIONS

Essential minimum skills, education, and experience:

QUALIFICATIONS

- 5 years professional stage lighting experience
- Ability to program and operate various conventional and intelligent lighting consoles
- Proficient in ETC Ion lighting software, moving light consoles, moving lights, conventional lights, and scroller fixtures, troubleshooting, and repairs
- MIDI knowledge a plus
- Knowledge of theatrical dimming systems and electrical system basics
- Basic understanding of moving light repairs
- Ability to read lighting plots and paperwork
- Patient
- Calm presence
- Works well collaborating with people
- Ability to lead others
- Excellent eye for detail
- Knowledge of technical production

- Ability to articulate and communicate technical problems
- Able and willing to work additional hours
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form
- Must be proficient with Microsoft Word and Excel computer programs
- Able to lift 60 lbs.

NOTES AND SPECIAL REQUIREMENTS

May be requested to work at additional on site events.

Required to provide and wear dress blacks for all working calls as determined by management.

WORKING SCHEDULE/ENVIRONMENT

Position deals directly with the cast, band, and restaurant staff. Primary operating schedule is Wednesday through Sunday. Lighting supervisor operates as scheduled by the PSM. Call times are: Wednesday-Friday: 3pm -11pm, Saturday & Sundays: 2pm to 10pm, or as the work schedule require. The primary schedule can be altered if need be.

TZ Chicago LLC is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment (including application for employment) on any basis including race, color, religion, national origin, ancestry, citizenship, sex, age, physical or mental disability, medical condition, pregnancy, veteran or military status, or any other basis prohibited by Local, State, and Federal Law.

Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on TZ Chicago LLC. Please contact TZ Chicago LLC if you need assistance completing this application or to otherwise participate in the application process.

How to apply:

Please send a cover letter and resume in PDF format to: production-jobs@zinzanni.com. Please title the email: "TZ Chicago Lighting Supervisor - Last Name, First Name"