## Summer Independent Internship Description

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<thead>
<tr>
<th>Internship Title:</th>
<th>Lighting Designer</th>
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<td>Reports to:</td>
<td>Summer Independent Production Manager</td>
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<td>Supervisor:</td>
<td>KIDSTAGE Production Manager</td>
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### Position Overview:

The Lighting Designer uses different lighting instruments, light, and colors 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 all relevant lighting paperwork, 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.

### Principal Duties and Responsibilities:

- Create the light plot and design any specialized lighting at the request of the Director and production team.
  - Assist the Scenic Designer, Properties Designer and Costume designer with any lighting-related designs and builds, as necessary
- Lead and supervise hang and focus
  - The Summer Independent Lighting Designer will function as the master electrician for this process, with supervision from a Village Theatre Electrician
  - Communicate with the Village Theatre Master Electrician about available instruments, gels, gobos, and other requested equipment
- 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
- Designer agrees to schedule adequate time with the Director for design execution
- Set cues with Stage Manager and Director at paper tech and build light cues with Director and Stage Manager during technical rehearsals as necessary
- Be familiar with safe operating procedures of working with light equipment, ladders, and electric lifts
  - Two people must be in the building at all times when working on a ladder or lift
- Keep all expenses within budget and return receipts promptly to the Production Manager
- Demonstrate professional behavior and respect for others at all times
- Attend all production meetings, technical, and dress rehearsals
- Attend strike and coordinate the return of any rented or borrowed gear
  - The light plot will be restored to the repertory plot by Village Theatre staff after the completion of the Summer Independent production, unless otherwise discussed with KIDSTAGE staff before the end of the process
- Report all incidents and emergencies to KIDSTAGE staff
- Communicate and enforce KIDSTAGE Expectations of Behavior

### Project Tasks Include:
• Creation of lighting paperwork – light plot, instrument schedule, channel list, magic sheet, and any other necessary paperwork
• Presentation of design for cast
• Light cue list
• Spot cue list
• Budget and expenditure sheet

**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:**

• 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
• 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
• Calm and professional demeanor, sense of humor encouraged

**Supervisory Responsibilities:**

• Supervise and advise Assistant Lighting Designer
• Supervise lighting crew
• Supervise spotlight operators

**Supervisor**

Signature: ________________________________  Date: ______________

**Intern**

Signature: ________________________________  Date: ______________

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