

## **Job Title**

Writers Theatre

Position: Lighting Supervisor

Location: Glencoe, IL

Department: Production

Classification: Full Time, Exempt, Annual

Salary: \$50,000, benefit eligible

## **About Writers Theatre**

Writers Theatre (WT) is a nationally recognized, award-winning theater company located on Chicago's North Shore, acclaimed for its intimate productions, bold new work, and exceptional artistry. With a commitment to telling powerful stories and serving as a cultural anchor in our community, we strive to create transformative experiences both on and off the stage. With an annual operating budget of \$6.5 Million, the theatre, now in its 34th season, is a major Chicagoland cultural destination with a national reputation for excellence, being called "America's finest regional theater company" by The Wall Street Journal. Under the leadership of Executive Director Kathryn M. Lipuma and Alexandra C. and John D. Nichols Artistic Director Braden Abraham, the company is charting a path forward for its future.

## **Position Summary**

Writers Theatre seeks a Lighting Supervisor to oversee the operation of the Electrics Department. The Lighting Supervisor is responsible for overseeing the execution of the lighting design including but not limited to budgeting, expense tracking, hanging and focusing of all lights, and management of lighting personnel needed to execute a design. This position will also provide support for special events and facility lighting as needed. The Lighting Supervisor works closely with the Director of Production and Facilities, the rest of the Production and Facilities team, and is the primary liaison between the Lighting Designer and the Theatre.

## **Responsibilities**

### **Communication, Management & Scheduling Duties include:**

- Collaborate with and support Lighting Designers to realize final Lighting design, while staying within budget, meeting deadlines, and maintaining safe practices
- Translate the plots, plans, and paperwork from Lighting Designer to create fully working systems onstage
- Coordinate with the Technical Director and Audio & Video Supervisor regarding production scheduling
- Hire and supervise Electrics over-hire labor
- Schedule and oversee all Electrics calls
- Generate overall Electrics timelines and season budgets
- Coordinate with Stage Management regarding notes onstage and cue light locations
- Support the Scenic, Props, Costumes departments with any projects requiring an electric component

### **Financial Duties include:**

- Overall Budget Keeper for the Electrics Dept. - overseeing and tracking labor and materials
- Coordinate with WT Associate Director of Finance and Production Management (i.e.: handling reimbursements, cash flow, labor bills, etc.)
- Review and approve Electrics staff timecards for payroll
- Collaborate with Director of Production and Facilities on planning for capital improvements, including equipment life cycle analysis for existing inventory

**General Duties include:**

- Maintain all theatrical lighting systems and equipment
- Work alongside the Facilities Operations Coordinator to maintain the building's architectural lighting systems
- Maintain and update inventory of equipment and supplies
- Attend design and production meetings, designer run, technical rehearsals, and other events as necessary and assigned
- Complete lighting notes as needed
- Manage procurement, rental, and return of materials and equipment as needed.
- Maintain a safe working environment for Electrics over-hire, actors, and colleagues

**Qualifications & Key Competencies**

- Expert knowledge of theatrical lighting systems, equipment, and practices
- Experience with ETC Paradigm architectural control system is a plus
- Capable experience in computer networking for theatrical applications
- Basic programming and operation experience with the ETC EOS Console Family
- Able to read and understand technical ground plans, sections, lighting, and sound plots, etc.
- Familiarity with Microsoft Word, Excel, Vectorworks/AutoCad, Lightwright
- Working knowledge and experience with projection systems and equipment, including video playback software such as Q-Lab, WatchOut, and/or Isadora is a plus
- Ability to lift, push, or maneuver up to 50 lbs
- Must be comfortable working in personnel and scissor lifts at heights up to 42'
- Experience in building and managing a labor force while fostering a welcoming environment
- Demonstrated history and success with estimating and managing a budget
- Strong organizational, leadership, and time management skills
- Ability to plan long term and collaborate to improve the future of the Electrics Department and overall Theatre
- Availability to work nights and weekends as needed
- Must be able to comply with organizational COVID safety policies and procedures
- A commitment to ethical conduct in all aspects of the work environment
- A commitment to creating a just, equitable and inclusive work environment
- A commitment to the protection of confidential information to which this position has access

## **Work Environment**

- General admin work hours are Monday through Friday, 9:30 - 5:30 pm
- Evening, weekend, and holiday hours will be necessary.
- This is hybrid work position, with offices/theatre building located in Glencoe, IL
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**Benefits include:** medical, dental and disability insurance, vacation and other paid leave, a 403(b)-retirement plan (with employer match) and medical and dependent care cafeteria plans.

***Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.***

## **To Apply**

WT is an equal opportunity employer, dedicated to creating and sustaining a diverse and inclusive organizational culture and promoting a safe, supportive, and collaborative work environment conducive to professional and personal growth. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, or veteran status.

Please find more information on our culture and specific policies at the following links:

- <https://www.writerstheatre.org/about/work-with-us>
- <https://www.writerstheatre.org/about/mission-values>

Qualified and interested candidates should email a cover letter, resume and any salary requirements to [productionjobs@writerstheatre.org](mailto:productionjobs@writerstheatre.org) with the subject "WT FY26 Lighting Supervisor Application". No phone calls please.

Want to help us improve our hiring process? Please include where you found this job posting when you email us your materials.