

Wednesday, June 7, 2017

## Production Manager/Lighting Supervisor

Company: Dance Theatre of Harlem

Location: New York, NY

Compensation: Compensation: Commensurate with experience and academic credentials –paid bi-weekly.

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Dance Theatre of Harlem (DTH), established in 1969, is an institution rooted in diversity that celebrates and utilizes classical ballet and other dance forms to inspire as well as to effect change. Through its school, touring company and arts education programs, young people in the New York metropolitan area, across the country and around the world are exposed to the power of art to create a brighter future.

The Production Manager/Lighting Supervisor is a non-union position. Reporting to the Artistic Staff and Company Manager, the Production Manager/Lighting Supervisor is responsible for overseeing and executing all technical production elements including, but not limited to, stage lighting, sound, and scenic elements for individual ballets as part of each performance, including educational performances and services as needed, on tour and locally. Responsibilities include, but are not limited to:

### Essential functions

Advance all technical logistics required for all DTH Company performances and select community engagement activities.  
Plan/recommend local theatre schedules in consultation with the Company Manager and Artistic Staff (load-in, load-out, stage and rehearsal times, etc.) based on theatre requirements and contractual stipulations.  
Communicate all lighting and technical production requirements to each venue in anticipation of all pre-hangs and coordinate the local lighting crew and the in-house Production team in advance.  
Set the specific lighting plot and line set schedule based on the DTH rep plot for each individual venue  
Properly document for all dance production cueing, circuiting, dimming, addressing, and system configuration.  
Properly document for all dance production, sound, rigging and scenic moves and requirements.  
Must have a working knowledge of IATSE rules and regulations.  
Assume technical leadership and supervise local venue stage and lighting crews as needed. Level of supervision varies from venue to venue. Crews may be union or non-union.  
Hang, focus lighting instruments, program and operate the local stage lighting console as needed.  
In coordination with the Stage Manager and Ballet Master ensure stage is properly spiked for each performance.  
Troubleshoot and resolve problems with local stage lighting equipment as needed.  
Plan, prepare and help transport physical production materials (including but not limited to gels, gobos, lighting and Production equipment, etc.) as needed.  
Arrange transport of DTH scenic elements and equipment to venues as required.  
Maintain inventory control of all DTH equipment and consumables.  
Arrange and attend Production meetings as needed.  
Maintain a safe and efficient workplace for all staff.  
Work independently as well as part of a team.  
Participate in special projects including offsite productions as needed.

Provide feedback to DTH Artistic and Production staff on improving the technical quality of performance.  
Drive rental car, cargo or passenger van and up 14' truck as needed.

### Supervision

Stage crews at local venues  
Assistant Lighting Supervisor, (NYC performances or as needed)

#### Required Qualifications

5 years of minimum experience, 10 years of experience preferred in the performing arts, particularly dance, as a Production Manager and Stage Lighting Supervisor.  
Bachelor's Degree, Masters level preferable, in a related field.  
Extensive experience with a variety of lighting consoles, especially ETC consoles.  
Proficiency in Dance lighting design, planning, installation and maintenance.  
Proficiency in configuring network systems used by stage lighting control systems  
Proficiency in Auto CAD, Vectorworks, Lightwright and QLab  
Knowledge of basic sound system operation and sound editing.  
Knowledge of theatrical rigging and safety.  
Ability to call a performance in an emergency preferred.  
Supervisory and training skills.  
Domestic and International dance production touring experience.  
Assist with additional production needs as necessary.  
Ability to create and maintain a positive work atmosphere by communicating in a professional manner and maintain a professional attitude at all times.  
Eligibility to work in USA.  
Valid Passport  
Valid Driver's license and a clean driving record

#### Terms and Conditions:

Seasonal employment per Letter of Agreement.  
Benefits: Statutory only.  
Traveling 80 %.

Dance Theatre of Harlem is an equal opportunity employer.

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Dance Theatre of Harlem  
466 West 152nd Street  
New York, NY, 10031  
212-690-2800  
[www.dancetheatreofharlem.org](http://www.dancetheatreofharlem.org)

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For more information:  
Human Resources: Production Manager/Lighting Supervisor  
[dthsearch@dancetheatreofharlem.org](mailto:dthsearch@dancetheatreofharlem.org)  
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