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## ***Hoover Auditorium Stage Lighting Technician***

**JOB:** Full/Part-Time, Seasonal (Non-Exempt)

**DEPARTMENT:** Programming

**REPORTS TO:** Vice President of Programming & Hoover Technical Director

**SUMMARY:** Hoover Auditorium is home to a busy summer arts series that presents a different performance every evening for a total of 75+ shows. In addition, several religious life and educational programs are presented during the day. The Hoover Auditorium Stage Lighting Technician is responsible for the daily operation and overall maintenance of lighting equipment, as well as the design for every show.

The position focuses on the start-up, seasonal operation and close down of the auditorium and lighting system. The Hoover Auditorium Stage Lighting Technician will work with the Hoover Technical Director and Hoover Stage Crew to meet each performer's lighting requirements. Additionally, this individual works with the Hoover Stage Crew on the load in/load out of artists' equipment and serves as part of the Hoover Stage Crew.

Must be available to work from mid-May to Labor Day, including days, evenings, weekends and all summer holidays (Memorial Day weekend, Fourth of July and Labor Day weekend). Lakeside provides affordable dorm housing in a camp environment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Review all technical riders to prep lighting for each show as required by contract
- Work with performer(s) and/or technical staff on lighting needs for each performance
- Consult with the Hoover Technical Director and Vice President of Programming regarding lighting requirements and purchases
- Organize the light board, circuits and dimmers for easy use and quick changes
- Train Hoover Stage Crew on lighting basics and light board operation
- Call spot cues when running a show
- Assist with technical needs for shows by serving one of the following roles: Light Board Operator/Stage Manager, Video Switcher, Camera Operator, Spotlight Operator or Backstage Crew/Assistant Stage Manager
- Participate in pre- and post-season cleaning, maintenance and equipment set up
- Assist with daily/weekly facility maintenance and stage set-up duties
- Communicate with all parties in an efficient and effective manor
- Exhibit strong work ethic and professionalism in all aspects of position
- Ensure the safety of guests, employees and equipment
- Ensure customer relations and satisfaction are of highest priority with all staff

**QUALIFICATIONS:** To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** College student/graduate in theatre or similar field preferred; or 5 years related experience or training required. Previous leadership experience beneficial.

**LANGUAGE SKILLS:** The ability to read and interpret documents, such as operating/maintenance instructions and procedure manuals. The ability to write routine reports and correspondence. The ability to speak effectively with guests, co-workers and groups.

**MATHEMATICAL SKILLS:** The ability to calculate figures and amounts such as discounts, interest, commissions, portions, percentages and to apply the basic math concepts. Keep accurate records by compiling and reporting weekly payroll, fees collected and special events.

**REASONING ABILITY:** The ability to solve practical problems and deal with a variety of concrete variables in situations. The ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. The ability to interpret a variety of instructions.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** While performing the duties of this job, the employee is regularly required to sit, stand, walk, reach with hands and arms, climb or balance, stoop or kneel, talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must regularly lift and/or move more than 20+ pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**FOR MORE INFORMATION, PLEASE CONTACT:**

programming@lakesideohio.com

*Please note: this job description is a work in progress. It may change with experience and input from key staff members. Other duties may be assigned to or deleted from this position as needed.*

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Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date