

**BLOOMFIELD PLAYERS COMMUNITY THEATRE**  
**Position Description**

**TITLE:** Lighting Designer

**FLSA CODE:** Exempt

**REPORTS TO:** Technical Director and Board of Directors

**DATE:** May, 2005

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**1. Pre-Show:**

- a. Attend production meetings.
- b. Responsible for presenting the lighting budget request to the Technical Director or Producer.
- c. Recruit and supervise the crew for hanging the instruments.

**2. Production/Rehearsals:**

- a. Prepare scene by scene lighting design and review with Director for approval.
- b. Staying within the approved budget, procure the necessary materials and equipment.
- c. Submit bills to the Technical Director for approval and submission to Treasurer and/or Producer for payment.
- d. Coordinate the use of the stage with the Technical Director.
- e. Must hang all lighting equipment prior to rehearsal start times.
- f. Recruit and supervise the crew for rehearsal and show execution.
- g. Work out cues with the Director and Stage Manager.

**3. Performances:**

- a. Check that all instruments are properly running before each show in sufficient time for problem resolution before the house opens.
- b. Coordinate the start of the show with the Stage Manager and House Manager.
- c. Supervise lighting cue execution of the performance.

**4. Post Production:**

- a. Assists with strike on closing night and attends closing night party.

**QUALIFICATIONS**

To perform this job successfully, an individual 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.

- Must be available January through early March for rehearsals which will be scheduled a minimum of two nights per week from approximately 7:00 pm – 10:00 pm. Time commitment may increase and include weekends two weeks prior to opening night.
- Must be available to attend at least 1 rehearsal before tech week and then attend all tech/dress rehearsals.
- Must have previous lighting experience.
- Must have thoroughly read the script with particular attention to lighting requirements.
- Must be a strong team player.

**EDUCATION and/or EXPERIENCE**

- Minimum of 3 years relevant work experience in the field of theatre lighting.

**PHYSICAL DEMANDS**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT**

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

**BLOOMFIELD PLAYERS COMMUNITY THEATRE**  
**Position Description**

The job will require work after normal business hours and on weekends.

**This description is intended to describe the type and level of work being performed by a person assigned to this position. It is NOT an exhaustive list of all duties and responsibilities required by a person so classified.**