

THE CIVIC

KALAMAZOO CIVIC THEATRE

Position Description

Job Title:	Lighting Design Intern		
Reports to:	Resident Lighting Designer		Full Time
Supervisory Responsibilities:	No	FLSA Status:	Exempt

Position Summary

The Kalamazoo Civic Theatre is seeking a skilled Lighting Design Intern to join its creative team. A successful candidate will have an understanding of electricity, a positive attitude and an eagerness to learn all aspects of lighting and sound design in a fast-paced work environment.

Essential Functions:

- Complete up to 5 designs per season
 - Designs must include script analysis, research, renderings and drafting of necessary paperwork.
- Assists with maintaining integrity of shows, theatre spaces and all lighting equipment
- Attends all scheduled production meetings, technical rehearsals and strikes
- Trains volunteers and apprentices as necessary
- Facilitate volunteer work calls
- Assists with department duties, including, but not limited to
 - Managing inventory and maintenance of electrical equipment as required
 - Cleaning and organizing department spaces
 - Work closely with the Sound Department to assist with microphone and speaker placement when needed
- Assists with equipment rentals as requested
- Supervises Civic Youth Theatre run crews
- Perform other duties as required by supervisor

Qualifications and Skill Requirements

- BA or BFA in Technical Theatre or equivalent combination of experience and training
- Prior realized design work in the field of lighting design or Master Electrician work
- Comprehensive knowledge of electricity and electronics
- Must have the ability to work with and train non-skilled volunteers and lead a crew when necessary
- Must possess the ability to interact with diverse audiences, including artists, staff, patrons, and volunteers in a professional and confidential manner
- A standout candidate will have knowledge of ETC Consoles, QLab, Digital Cycs, Vectorworks, Lightwright, and/or Photoshop

Physical Requirements:

- Must be able to lift 50lbs
- Must possess the ability to climb a ladder, work in a lift, and work from a height of 55 ft.
- The physical ability to travel between the various CIVIC building locations is required
- Reasonable accommodations will be made to enable individuals to perform essential functions.

The Kalamazoo Civic Theatre is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive work environment that inspires all individuals and provides a work environment free of discrimination and harassment.