ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Light and Sound Supervisor

DEPARTMENT: The Theatre and Visual Arts, Lincoln Center

RESPONSIBILITIES:
- Collaborate with professional lighting, sound, and projection designers to develop and administer production requirements for four mainstage productions annually, including student and over hire labor schedules, rental lists, perishable orders, and load-in and load-out timetables.
- Supervise all aspects of the load-ins for lighting, sound, and projection; this includes the supervision of student crews in the implementation of designs.
- Hire and supervise over hire labor for each production.
- Establish annual work schedules with students to work in the Electrics Shop.
- Teach student crews proper techniques for hang, circuit, and focus.
- Advise students and staff regarding aspects of production: hanging, focusing, mixing, etc. for the mainstage.
- Advise and mentor student designers on studio productions, and when they are assigned to the mainstage.
- Manage the Electrics Shop; this includes maintaining all in-house lighting, sound, and projection equipment, including updating inventory lists, replacing or repairing damaged equipment, arranging for service calls, recommending equipment purchases to meet the future needs of the department, and keeping shop and storage in good working order.
- Maintain lighting and sound systems in the two studio theatres.
- Administer operational budget for Light, Sound, and Projection equipment, including rentals and purchasing.
- Administer petty cash funds and reconcile discrepancies.
- Participate in tech and dress rehearsals, production meetings and notes sessions to ensure light, sound, and projection systems are complete and functional as specified.
- Anticipate, identify and resolve production problems.
- Supervise work calls to ensure that all production issues are addressed in a timely fashion.
- Oversee equipment care, organization, and maintenance during performance run, and identify and resolve Light, Sound, and Projection problems during performance run.
- Direct load-out and post-production activities.
- Serve as an instructor to students working in the studios and on the mainstage in correct and safe practices for installing, focusing, system balancing, troubleshooting, maintaining and striking light and sound equipment.

QUALIFICATIONS:
- Five years relevant experience; must include production experience with light and sound design, production management, and budget administration, delivering student instruction and staff supervision.
- Experience in sound design is a bonus.
- Working knowledge of word processing, spreadsheets, and database applications.
- Working knowledge of Vectorworks and Lightwright software.
- Excellent interpersonal, written and verbal communication skills.
- The ability to provide technical training to non-technical students as well as experience working with directors and theatrical productions.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: 08/12/2019

SEND LETTER AND RESUME TO: Matthew Maguire
mimaguire@fordham.edu

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