



**DALLAS
THEATER
CENTER**

☎ Office: (214) 526.8210 · Fax: (214) 521.7666

✉ info@dallastheatercenter.org

📍 2400 Flora Street Dallas, Texas 75201

JOB TITLE: Assistant Head of Lighting
DEPARTMENT: Production – Lighting
REPORTS TO: Head of Lighting
PREPARED DATE: May 25th 2023
CLASSIFICATION: Exempt
SALARY RANGE: \$45,000-\$50,000

MISSION STATEMENT

The mission of Dallas Theater Center is to engage, entertain and inspire our diverse community by creating experiences that stimulate new ways of thinking and living. We will do this by consistently producing plays, educational programs, and other initiatives that are of the highest quality and reach the broadest possible constituency.

EQUITY, DIVERSITY, AND INCLUSION STATEMENT

ALL ARE WELCOME!

At Dallas Theater Center, we want to be the best place to work and see theater, and to be a positive and transformational force in Dallas and beyond.

We stand up for equity, diversity and inclusion across our company and community. As a leading national theater, we recognize that building an equitable, diverse, and inclusive environment is central to our relevance and sustainability in the community we serve and love.

*For complete statement, please see final page of this posting

POSITION SUMMARY

As an active member of Dallas Theater Center (DTC)'s Production Department, the Assistant Head of Lighting is responsible supporting operations of the Lighting Department and the Head of Lighting in the realization of all lighting elements as designed by Lighting Designers and assisting in the leadership of department personnel. The Assistant Head of Lighting reports directly to the Head of Lighting and oversees Staff Electricians and overhires.

This is a full time, exempt position, which is not eligible for overtime. This position includes a full benefits package optional enrollment: medical, dental, and vision insurance, DTC-paid life insurance, voluntary life insurance, 403b programs, complimentary tickets, and generous paid-time off. Some nights and weekends will be required as needed throughout the season.



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KEY RELATIONSHIPS

- Head of Lighting
- Staff Electricians
- Overhire Electricians
- Director of Production
- Production Manager
- Production Department Heads
- Stage Management teams
- Lighting Designers
- Kalita Technical Operations Manager
- AT&T Performing Arts Center House Staff

ESSENTIAL DUTIES

- Supervise Staff Electricians; and support supervision of all Lighting overhire personnel, contractors and vendors;
- Support Lighting Team in maintaining a clean & safe workspace, as well as enforcing safe work practices.
- Provides coverage for other Staff and overhire Lighting personnel for planned or unplanned absences.
- Assist the Head of Lighting with managing the annual Lighting budgets, developing budget estimates, financial projections, and staff planning as assigned.
- Responsible for documentation and implementation of Lighting Design, including circuiting and addressing of light plots, making hang tapes, hang cards, power, data and networking plans.
- Oversee Lighting Load In, Focus and Load Out, providing assistance to other departments as necessary, and coordinating with AT&T Performing Arts Center technical staff when working in spaces controlled by that organization.
- Attend all departmental, production meetings, tech rehearsals, and preview performances as needed.
- Maintain effective communication with designer, stage manager, director, and department heads to ensure smooth development and installation of the light plot throughout the rehearsal and performance process.
- Responsible for maintenance and organization of stock DTC lighting equipment, purchasing additional equipment and consumables, and securing rentals.
- Support the Kalita Technical Operations Manager with Lighting needs for renters at the Kalita Humphrey's Theater.
- Perform work in a manner this is consistent with DTC's Mission, Vision, and Values.
- Actively participate in DTC's work towards equity, diversity, and inclusion and becoming an anti-racist organization by:
 - Participating in all DTC-wide EDI trainings, workshops, or experiences
 - Participating in all EDI learning or experiences cultivated within the Production and/or Lighting Department
- Maintain safe working conditions in keeping with DTC health and safety guidelines.
- Other Duties as assigned

This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments.



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SKILLS AND KNOWLEDGE REQUIREMENTS

- Able to meet deadlines, adapt to changing priorities, and demonstrate strong time management skills.
- Able to handle a high volume of work and attend to numerous projects concurrently.
- Ability to work under pressure.
- Able to work effectively with all DTC Staff, visiting artists, and AT&T Performing Arts Center staff in co-operative and approachable manner.
- Significant experience and knowledge of following: conventional lighting fixtures, moving light fixtures, LED fixtures, lighting programming, rigging, theatrical wiring practices, temporary power distribution installation.
 - Completed and current ETCP preferred.
- Instill a positive attitude as a team leader, while motivating and managing a team with a variety of experience levels.
- Able to comply with all OSHA regulations for creatine and maintaining a safe work environment.
 - Completed and current OSHA10 certification preferred.
- Proficient in Dropbox, Microsoft Office Suite, and G-Suite.
- Available to work extended work hours at times, including some nights and weekends.
- Demonstrated ability to drive box trucks preferred.
- Must have a valid US Driver License.

PHYSICAL REQUIREMENTS

- Able to sit, stand, and squat for extended periods of time.
- Able to move 50lbs
- Comfortable working at heights.
- Able to work quickly and accurately in a complex and fast-moving environment.

EDUCATION AND EXPERIENCE REQUIRED

- Minimum 1-2 years experience at a LORT, Regional, or equivalent theatrical institution and demonstratable managerial experience.
- BA in Technical Theatre or an equivalent combination of education and practical experience
- Well versed in VectorWorks 2D and Lightwrite required, 3D capabilities are a plus



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Dallas Theater Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized because of such a request.

HOW TO APPLY

Please submit resume and cover letter via email to hr@dallastheatercenter.org with **Assistant Head of Lighting** in the subject line.

ABOUT DALLAS THEATER CENTER

One of the leading regional theaters in the country and the 2017 Regional Theatre Tony Award[®] Recipient, Dallas Theater Center (DTC) performs to an audience of more than 100,000 North Texas residents annually. Founded in 1959, DTC is now a resident company of the AT&T Performing Arts Center and presents its Mainstage season at the Dee and Charles Wyly Theatre, and at its original home, the Kalita Humphreys Theater. DTC is one of only two theaters in Texas that is a member of the League of Resident Theatres, the largest and most prestigious non-profit professional theater association in the country. Under the leadership of Executive Director Kevin Moriarty, DTC produces a six-play subscription series of classics, musicals and new plays and an annual production of *A Christmas Carol*; education programs, including the Award-winning Project Discovery and a significant partnership with Southern Methodist University's Meadows School of the Arts; and many community collaboration efforts with local organizations. In 2017, DTC launched Public Works Dallas, a groundbreaking community engagement and participatory theater project designed to deliberately blur the line between professional artists and community members, culminating in an annual production featuring over 200 Dallas citizens performing a Shakespeare play. Throughout its history, DTC has produced many new works, including recent premieres of *Miller, Mississippi* by Boo Killebrew; *Hood: The Robin Hood Musical Adventure* by Douglas Carter Beane and Lewis Flinn; *Bella: An American Tall Tale* by Kirsten Childs; *Clarkston* by Samuel D. Hunter; *The Fortress of Solitude* by Michael Friedman and Itamar Moses; *Giant* by Michael John LaChiusa and Sybille Pearson, and many more.

As a member of The League of Resident Theaters (LORT), DTC operates under the LORT agreement with Actors' Equity, the Stage Directors and Choreographers Society and United Scenic Artists.

ABOUT THE DALLAS COMMUNITY

Dallas is a richly diverse modern metropolis in north Texas and is a commercial and cultural hub of the region. Over the years it has become a melting pot of cultures, religions and lifestyles. This important convergence of uniqueness and differences is reflected throughout the sights and sounds of the city. Dallas' authentic arts, music, food, places of worship, historic landmarks and urban lifestyle all contribute to the city's makeup. Located in the northeast corner of downtown Dallas, the Dallas Arts District is the largest contiguous urban arts district in the nation, spanning 68 acres and 19 contiguous blocks. This iconic neighborhood has more buildings



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designed by Pritzker award-winning architects than any location in the world. Dallas Arts District unifies culture and commerce with integrated and exemplary artistic, residential, cultural, educational, recreational, religious and commercial life Downtown's Sixth Floor Museum at Dealey Plaza commemorates the site of President John F. Kennedy's assassination in 1963. In the Arts District, the Dallas Museum of Art and the Crow Collection of Asian Art cover thousands of years of art. The sleek Nasher Sculpture Center showcases contemporary sculpture. The Perot Museum of Nature and Science sparks the imagination through a world of scientific wonders. Performing arts venues based in the Arts District include the AT&T Performing Arts Center, Moody Performance Hall, Meyerson Symphony Center, Winspear Opera House, Montgomery Arts Theater, and the Wyla Theater. These beautiful venues feature the work of such notable Dallas-based performing companies as the Dallas Opera, Dallas Symphony, Titas/Dance Unbound, Dallas Black Dance Theatre and the Dallas Theater Center as well as touring productions from across the nation. Dallas is home to six professional sports teams including the Dallas Cowboys, Dallas Mavericks, Dallas Stars, Dallas Wings and FC Dallas. It is also host to several major sporting events like the Mexico National Team, college football games, e-sports competitions and more. In addition, the State Fair of Texas which takes place for over three weeks each fall at Fair Park in Dallas is the longest running fair in the nation as well as one of the largest.

EQUITY, DIVERSITY, AND INCLUSION FULL STATEMENT

ALL ARE WELCOME!

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- **EQUITY** means recognizing that not everyone starts at the same place, addressing inequities in access and opportunity, and allowing for full and fair participation.
- **DIVERSITY** means acknowledging and respecting human qualities that are different from our own and outside the groups we are a part of or with which we are associated. These qualities include but are not limited to: ethnicity, race, color, country of origin, sex, gender, gender identity or expression, age, sexual or relationship orientation, family structure, religion, beliefs, political affiliations, experiences and ability differences.
- **INCLUSION** means honoring and accepting the gifts, backgrounds, experiences, and wisdom that every individual brings with them, so that every stakeholder feels valued by Dallas Theater Center. Our stakeholders are staff, artists, board members, donors, audiences, and community members.

We will strive to create a culture of inclusion where individuals can thrive and succeed, are able to participate in and contribute to the progress and success of Dallas Theater Center while growing both professionally and personally.



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We recognize and value individual differences, and we acknowledge structural and systemic racism and other access barriers that prevent full and fair participation of people outside the dominant culture and power dynamics. We acknowledge the complexities of becoming a fully inclusive and anti-racist organization, and we accept the challenge to build an organization where full and fair participation is the norm.

We commit to providing fair treatment, access, opportunity, and advancement and to creating space for culturally diverse voices to be heard and power to be shared. Together, we are even better.