

**INTERNSHIP DESCRIPTION**

Position Title: Lighting Tech
Organization: Grand Rapids CMC
Department: Wealthy Theatre
Position type: Non-paid Internship
Date Written: July 1, 2007
Reports To: Theatre Director
Supervises: Volunteers

Lighting Tech Internship Description: Lighting Tech Intern will receive real experience at a vintage theatre (circa 1911) that has been renovated and has extensive lighting infrastructure

Essential Functions: The Wealthy Theatre Lighting Tech (intern) will receive training and overall introduction to our lighting setup. He/she will receive ample time during non-event periods to practice, experiment and get familiarized with the system. And ultimately, the Lighting Tech would be responsible for the following duties that relate to lighting at Wealthy Theatre: communicating with event producer to design lighting plot(s) and lighting-sequence instructions for executing queues; chart and update the lighting plot diagrams that are issued to potential and current event producers; hanging, aiming and focusing lights as required for event(s); coordinating with other staff to share information and training on general and specific changes to lighting setup and execution; communicating fluidly with theatre director to approve any fundamental changes to the lighting instrument setup and/or lighting board; keep inventory of available instruments, lamps, dimmers and fuses; make recommendations for purchases, repairs, upgrades and other needs; and to assist generally in the execution of events as necessary. Wealthy Theatre events are generally at night and often on weekends.

Other Functions: As necessary, Lighting Tech will have overlapping or additional duties that relate to audio (setup and execution) and general setup of facilities. In certain circumstances, Lighting Tech will have duties changed to accommodate particular, changing needs per event.

Knowledge, Skills, and Abilities: Physically capable of lifting 25+ lbs. and working on ladder, capable of communicating well with others and representing Wealthy Theatre and Community Media Center (CMC) as part of the team of staff and volunteers who manage events. It would be beneficial if candidate had theatrical lighting experience, and specifically, if he/she had any experience working with a Strand Lighting system. Candidate shall have basic understanding of safety considerations that come into play with high voltage lighting grids, fuse panels, lamp replacement (handling lamps) and other potentially damaging or dangerous activities.

Advanced (Optional) Skills and Abilities: Cabling (i.e. DMX) and instrument repair and maintenance; programming lighting board with remote control (provided); programming plots by computer via DMX interface; able to teach others how to improve their lighting capabilities.