



Flat Rock Playhouse, the State Theatre of North Carolina, enriches lives through the art of theatre by nurturing talent, inspiring creativity, and encouraging growth.

Founded in 1952 as the Vagabond School of the Drama by the Vagabond Players, this mission builds on the Vagabond legacy of excellence in production, education, life-long learning, and a unique family bond that extends to its community of patrons, supporters, and partners – the Vagabond family spirit.

Flat Rock Playhouse is a 501(c) (3) non-profit charitable organization.

JOB DESCRIPTION - Head of Lighting & Projections

Job Title: Head of Lighting and Projections

Pay Type: Full Time Salaried with Benefits

Salary Range: \$45,000 - \$50,000

Status: Exempt

Hours: 40 hours minimum expected, schedule will vary

Department: Production- Lighting

Reports to (Position): Production Manager

Prepared date: 3/28/2025

The Head of Lighting and Projections serves as a collaborative member of the Flat Rock Playhouse production team in the design, budgeting, and build phases of all productions as they relate to the lighting and video elements of a live event. Additionally the Head of Lighting provides on-going training, support, and technical expertise to the creative team on industry trends and equipment related to lighting and video

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as the Resident Lighting Designer on shows where an outside designer is not contracted. For productions with an outside LD, the Head of Lighting will act as a liaison for FRP by acting as the main point of contact for any and all questions/discussions related to lighting, set electrics, projection and special effects. May serve as projections designer in lieu of lighting designer if skill set permits.
- Plan and execute the operation of the Electrics Dept. for any and all FRP productions and events requiring lighting, set electrics, special effects and/or projections . This includes but is not limited to: budgeting for departmental needs, materials ordering and expense tracking, planning and implementation of maintenance and repair projects, as well as tracking of all electrics and special effects equipment inventories of show
- Lead crews during load in to hang and focus the design. This includes managing crews consisting of staff, interns, apprentices, and overhires.
- Attend all production meetings. Take notes regarding any items or issues having to do with anything related to lighting, set electrics, projection and special effects.
- Serve as programmer and board operator for productions as assigned by the Production Manager.
- Oversee, maintain and repair as needed all lighting inventory, set electrics, special effects, and projection equipment.
- Create and distribute as necessary all electrics paperwork for load in - patch and system hook up documents
- Work with or as projections designer to create the necessary systems to accommodate projection design.
- Supervise the load in of the projections system and oversee the operation and maintenance of projection equipment during technical rehearsals and performances.

ADDITIONAL RESPONSIBILITIES:

- Attend weekly staff meetings as required.
- Assist with educational programming and productions as necessary.
- Complete required parking shifts during productions along with other Full Time staff as required.
- Attend organizational events as required.
- Other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in theatre or related field or commensurate experience. M.F.A. preferred.
- Required: High school diploma or equivalent.
- 3-5 years experience in theatrical, film, or arena touring lighting which includes experience working with automated lighting equipment and experience leading/managing a team of 5.

SKILLS AND KNOWLEDGE REQUIRED:

- ETCP Certified or certification eligible preferred.
- Ability to solve practical problems and interpret diverse instructions furnished in various forms including verbal, written, blueprints, schematics and CAD documents.
- Must be a good leader and a team player that inspires others to do and be the same.
- Hold a valid US driver's license.
- Thorough understanding of the National Electrical Code as it pertains to entertainment and knowledge for international electrical codes and requirements.
- Thorough knowledge of safety practices related to live entertainment and electric protocols
- Working knowledge of one or more areas of technology that include Virtual Reality, 3D, Projection, Networking, Artnet, and/or BlackTrax.
- Ability to calculate formulas using electrical principles (e.g., Ohm's law, power formula, horsepower to amperage calculations) and formulas using alternating current theory and application (e.g., three-phase systems, power factor, harmonics, phase cancellation.)
- Ability to apply operational theory of dimmers, basic electronics, and power supplies (e.g., forward/reverse phase controlled, transistorized, sine wave, fuse identification, stepper motor, linear, switch-mode.)
- Strong skills with Microsoft Office Suite, Google Suite, and CAD program (preferably Vectorworks).
- The individual must be a self-starter and able to work well alone or with small to large groups of people and supervise and guide them when necessary.

The description of the position in this document is representative and not exhaustive. Regular collaboration between shops in the production department and the wider organization is expected. Duties and responsibilities may shift with organizational needs.

Flat Rock Playhouse is making every effort for the health and safety of the acting company, volunteers, staff, and patrons following the COVID-19 pandemic. Along with following any Federal, State, and Local mandates, Flat Rock Playhouse encourages full vaccination against COVID-19.

Flat Rock Playhouse strives to create a diverse and inclusive environment. All candidates will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability or age. Candidates should demonstrate empathy, flexibility, and a strong commitment to building diverse teams. BIPOC and LGBTQIA+ individuals are encouraged to apply.