

Position Description

Chief Lighting Officer/Lighting Designer (Full Time)

Arrow Street Arts (ASA) seeks an experienced, entrepreneurial, and kind performing arts professional with artistic and management experience to serve as its inaugural **Chief Lighting Officer (CLO)**. This position is for a professional at the apex of a career in technical theater, typically requiring more than 10 years of dedicated work in the field to be qualified. And, in addition to the ability to leverage our investment in leading-edge lighting systems, our Technical Director/Lighting is expected to understand the workings of all technical theater departments and how lighting systems integrate with production designs, implementations, and timelines.

Given ASA's commitment to implementing leading edge technologies, we are committed to providing the continuing professional development training and support necessary to ensure the CLO's success in the role.

This is an opportunity to play a leading role in the start-up phase of this newly launched non-profit, working collaboratively among a full-time team of six.

Arrow Street Arts, a newly launched nonprofit, was formed to renovate, expand, and operate the multi-space performing arts venue at 2 Arrow Street (at Mass Ave) in Harvard Square, Cambridge. There are two primary performance spaces supported by a lobby, all-gender restrooms, accessible dressing rooms, and a green room. Last year, ASA began renovations to the existing venue, formerly known as Oberon, to create an updated 4,500 SF black box theater. Recently, ASA expanded the venue by adding a new 1,100 SF performing arts, events, and dance studio space equipped with a Harlequin floor. All venues are being outfitted with leading-edge systems (see **Appendix 1 Lighting System Specifications** on page 4 below and general information at [audio, lighting, projection, and other theatrical systems](#)). The venues will begin regular operations in Spring 2024.

Position Overview

The position combines the strategic oversight of the technical direction of ASA's theatrical systems while also playing a hands-on role in the implementation and day-to-day use of the resources. The Chief Lighting Officer is responsible for all aspects of the operations of lighting and lighting-related systems, including their integration with the permanent facility, sets, audio systems, and special effects. As a resident technical expert, onsite project coordinator, and manager, the Technical Director/Lighting will monitor and evaluate the effectiveness of the technical theater operations and will recommend improvements or modifications.

Overall Responsibilities

- Advising production managers, directors, and designers on technical and artistic capacities of the lighting systems including feasibility and costs thereof
- Acting as a liaison for licensee/renter's active use of space and equipment during load-in, production, and load-out
- Supervising licensee use of venue-owned equipment
 - Supervising the evaluation and approval processes for giving licensee personnel supervised or unsupervised use of the lighting systems

- Training of licensee-provided board ops
- Enforcing safe-use guidelines for equipment including safety plans, protocols, and training for all users (ASA employees, over-hires, licensee personnel)
- Providing life-cycle management of gear from planning/budgeting to acquisition, installation/configuration, maintenance, and ultimate recycling.
- Helping licensee designers understand and leverage our lighting systems.
- On a limited basis, providing lighting design services for internal users and external licensees.
- Serving as a primary board programmer/operator/designer for events when not supplied by the licensee.
- On a secondary basis, assisting with non-lighting systems and equipment such as audio, projection, rigging, and other theatrical systems.
- Assisting with lighting related financial analysis --- rental fees in the venue, rent vs buy decisions, etc.
- Serve as one of the off-hours emergency contacts

Minimum Requirements + Qualifications

- 10+ years of technical experience with advanced lighting systems including ETC consoles
- Strong technical knowledge of current lighting systems including moving lights, special effects, and specialty lights.
- Strong understanding and experience with complex networking in entertainment/lighting.
- Ability to troubleshoot and manage repairs
- Experience running shows at a professional level
- 5 years+ experience in theatrical supervision/crew management
- Must have an entrepreneurial mindset and be comfortable in start-up environments
- Understanding of and adherence to safe work practices in a theatrical environment and supervising others to ensure safety compliance
- Experience operating scissor-lifts/forklifts; comfort working at heights (to 27') and various stage elevations; ability to lift more than 50 lbs.; and, with proper PPE, tolerance for working in environments with significant noise, dust, heat, fumes, etc.
- Good judgment and experience managing teams, working with diverse constituents, and managing the expectations of multiple stakeholders
- Genuine interest in training and mentoring tech staff
- This managerial position will require work beyond a traditional 40-hour week, including some nights and weekends, as required by the venue's performance and event calendar, and some "On Call" duties. As a start-up wanting the best talent, needing extra effort to launch and succeed, and understanding that work-life balance matters, we will discuss related accommodations during the hiring process.
- This position requires working onsite at 2 Arrow Street, Cambridge, and may occasionally require work off-site (special events).

Timing of Hiring

This full-time, benefits-eligible position is available immediately and we expect to fill the position no later than Summer 2024.

Compensation

Salary: \$80K-100K, plus benefits, commensurate with skills and experience.

Expectations

Arrow Street Arts expects the following of all employees, regardless of their job or level of experience:

- Be kind – by always demonstrating a positive and respectful attitude while contributing to a welcoming atmosphere where anyone will feel comfortable being in the venue
- Be safe – by emphasizing safety in all aspects of work
- Be reliable – through regular and consistent attendance and punctuality
- Be proud – by following and upholding venue policies and procedures in representing ASA

EEO Statement

Arrow Street Arts values diversity in the workplace. We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, or any other characteristic protected by law.

About Arrow Street Arts (ASA)

With the belief that art creates community and community creates belonging, Arrow Street Arts offers accessible, multi-arts spaces and production opportunities to artists and organizations who gather, engage, and connect their communities through the transformative powers of live, in-person performances.

Locally focused and artist-centric, Arrow Street Arts is committed to being a learning organization, exploring issues of affordability, access, equity, and sustainability as we work to increase the resources available to artists and community organizations. To further this aspirational mission, Arrow Street Arts has partnered with the Cambridge Community Foundation to provide artistic producers subsidized access to ASA's venues through a dedicated grant program strengthening the capacity of the local artist community.

Founded by David Altshuler with renovations planned by Charles Rose Architects, the 11,500 square-foot Arrow Street facility will be revitalized with extensive production enhancements to two flexible performance spaces and other upgrades that will enhance both the audience and artist experiences. Both multi-use spaces will support rehearsals, performances, and special events across a range of artistic genres, including theater, spoken word/readings, dance, music, and film.

For more information about the organization, visit [Arrow Street Arts' Website](#)

View this and other current employment opportunities on our [Jobs page](#)

Appendix 1: Lighting System Specifications on next page

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Arrow Street Arts' primary production venues include a Main Stage/Black Box theatre (4500 sq feet, audiences 60-300) and a Studio/Lab Space (1100 sq feet, audiences 10-80). To explore what's possible, we have partnered with **ETC/High End Systems** to create a maximally flexible and powerful lighting ecosystem that will enable talented lighting professionals to create immersive theatrical productions, live music events, and experimental experiences.

Our comprehensive lighting eco-system includes the following core components:

Consoles—we are combining **Apex 10** consoles, Apex servers, and Nomad Pucks to support a comprehensive programming and live performance environment.

Moving Lights—our signature lighting capacity comes from our inventory of over 60 ETC/HES Halcyon Platinum moving lights (70,000 lumens each when on boost) and over 40 ETC/HES SolaPix movers.

Static Lights—while the primary rep plot is filled with moving lights, we also have many ETC Source Four Lustrs and various strip lights and special effects equipment to round out our capacity.

Electrics—we have four ETC IQ48 Sensor Racks, each equipped with 48 circuits for a total of 192 circuits (3880A) and a Paradigm control system that will (in the future) integrate theatrical and architectural lighting systems.

BlackTrax Automated Spots—we are integrating a new generation of BlackTrax into both our lighting and audio systems to provide both automated follow-spot capacity and localized audio amplification.

Augment3D—our design capacity will include visualization tools such as ETC's Eos Augment3D.

Rep Plot—with a dense rep plot and permanent cabling in place, we will have policies to minimize light relocation and spend more time designing/using our systems in unique ways.

Even our Studio/Lab Space—Lastly, even our little venue aspires to be great with multiple SolaPixs and an array of Source Four Lustrs (and an ETC Ion XE console, Apex server access, and Nomad/Pucks in the space) providing an immersive lighting lab.

The above is just the beginning, just the gear ... we are now looking for artists—designers—and creators who will take and make it a place of visual transformation and emotional connection.