

FUNCTION:

- Responsible for implementing and maintaining the administrative and production functions of Studio Theatre during the 2025-2026 theatre season, including both external rentals and Skylight-produced events.
- Serve as the main technical contact for the Studio's primary rental tenant, Milwaukee Chamber Theatre.
- When not engaged in the Studio, assist Skylight production departments with load in, tech, and/or strike tasks in the Cabot.
- Salary: **\$700per week; Non-exempt, Benefit Eligible position**
- **Dates: September 8, 2025 – May 10, 2026**

RESPONSIBILITIES:

1. Lead in facilitating all lighting and audio needs for all rental events/productions, including the testing, maintenance and upkeep of all lighting/audio equipment, projectors, and sound equipment in the Studio Theatre.
2. Lead installs and technical rehearsals for all Studio Theatre rental events/productions.
3. Review light/sound plots to evaluate feasibility and implementation in the Studio.
4. Lead in preparing and installing equipment based on plots and designer supplied specifications; including but not limited to tech table set-up, i.e. tables, headsets, and video monitors, god mic, etc.
5. Collaborate to produce show-related lighting/audio paperwork. Maintain neat & accurate records of design execution for a given production. Make archival copies of all paperwork and show files.
6. Lead in testing, maintaining, and general upkeep of all lighting, audio and video distribution equipment for the space.
7. Serve as the primary board operator for all rental events/productions. (ETC Nomad, QLAB)
8. Adhere to the proper shut-down of all lighting/Audio, special effects, stage equipment and other electrical appliances, assuring that the theatre is left in a safe, secure, and appropriately lit manner and that equipment is locked in a secure place.
9. Attend all appropriate meetings as necessary, including but not limited to feasibility, production, department, and staff meetings as requested.
10. When required due to non-active weeks in the Studio, assist other production departments with work in the Cabot theatre, including but not limited to lighting hang, focus, or strike; audio load in or strike; scenic load in or strike; props load in or strike; crew coverage during tech rehearsals or performance.
11. Other duties as assigned by the Director of Production and Facilities.

SKILLS AND TRAINING:

- A BA or BFA in theatre or comparable professional experience, with training in technical theatre including but not limited to basic stagecraft, electrics, theatrical rigging, video/projections, sound reinforcement and design.
- Must be familiar with industry standard software/equipment; QLAB, ETC Element console.
- Computer proficiency as it relates to current sound and video technology, preferably both Macintosh and Windows environments. Must be able to multi-task and prioritize work on varied projects, whether physical or administrative.
- Ability to work well both independently and in groups.
- Ability/willingness to collaborate and work as a team member, while maintaining a positive attitude with a diverse staff through strong verbal and written communication and organizational skills.

PHYSICAL REQUIREMENTS:

- Must be able to lift 75lbs, and able to climb and work from ladders.
- Must have the vision, hearing, and dexterity to safely operate in a construction environment, operate hand and power tools, stage rigging and fine detailing work if necessary.
- This position has irregular hours with regular night and weekend responsibilities.

APPLY:

- Interested and qualified candidates should send a cover letter and resume to Terry Harper, Director of Production & Facilities
TerryH@skylightmusictheatre.org
- Skylight is an Equity, SPT 8+ theatre and encourages people of all races, ages, ethnicities, abilities, and gender identities to apply. Skylight is committed to a policy of equal employment opportunities; to being a positive model of diversity and to the elimination of discrimination in theatre.

LAND ACKNOWLEDGEMENT:

Skylight Music Theatre recognizes that Milwaukee is located on traditional Potawatomi, Ho-Chunk and Menominee homeland along the southwest shores of Lake Michigan, part of North America's largest system of freshwater lakes. This is where the Milwaukee, Menominee and Kinnickinnic rivers meet and the people of Wisconsin's sovereign Anishinaabe, Ho-Chunk, Menominee, Oneida and Mohican nations are present today. Join us in remembering these nations and the ancestors who were stewards of the land we live on.