

Head of Lighting

Overview

The Head of Lighting is responsible for designing, managing, and overseeing all lighting aspects of all productions and events produced by HTI. This role coordinates a team of lighting operators, manages equipment maintenance and upgrades, and collaborates closely with directors, designers, and stage management to deliver innovative and precise lighting designs. In conjunction with the Board and its representatives, they are accountable for scheduling, budgeting, safety compliance, and maintaining production standards.

Key Responsibilities

- Design and oversee lighting concepts for all in-house theatrical productions and events
- Collaborate with directors, set designers, and production staff to achieve artistic goals
- Lead and supervise a team of technicians and operators
- Program and operate lighting consoles during rehearsals and performances as needed
- Manage and maintain all lighting equipment, fixtures, and control systems
- Develop and oversee lighting budgets, schedules, and resource allocation
- Ensure compliance with health and safety regulations in all lighting operations
- Provide training, mentorship, and technical support to lighting staff
- Stay current with new technologies and industry best practices to enhance production quality
- Produce monthly reports for the Board of Directors

Time Commitment

- Estimated 3–5 hours per week, with increased activity during productions and rentals

Accountability and Support

HTI's volunteer roles are designed to support the theatre's operations without overburdening any one person. Each role is responsible for ensuring the duties are completed—not necessarily by doing everything personally, but by recruiting volunteers or hiring paid support as needed (with Board approval). Volunteers are encouraged to take ownership of their role while maintaining a strong work-life balance. If unable to attend a scheduled event or fulfill a task, volunteers must arrange suitable coverage in advance.