

SPRINGFIELD LITTLE THEATRE

THE JUDITH ENYEART REYNOLDS SCHOOL OF THE PERFORMING ARTS FOR SPRINGFIELD LITTLE THEATRE

POSITION DESCRIPTION

POSITION: Education Lighting & Sound Technician

EMPLOYMENT TYPE: Variable-Hour Employee; Guaranteed 25 hours per week.
Up to 40 hours per week, based on seasonal and operational needs.

REPORTS TO: Director of Operations & Communications

COMPANY DESCRIPTION: Springfield Little Theatre is a community-focused organization dedicated to providing exceptional theatrical experiences and educational opportunities.

PURPOSE OF POSITION: Springfield Little Theatre Education Department seeks an experienced and adaptable Lighting & Sound Technician to lead all lighting and sound operations across its education programs, events, and productions at The Judith Enyeart Reynolds School of the Performing Arts for Springfield Little Theatre.

The Education Lighting & Sound Technician is central to delivering high-quality theatrical experiences while fostering the growth of student technicians in a collaborative, learning-centered environment. The ideal candidate is a skilled lighting and sound artist and technical theatre professional with a genuine passion for education—patient, organized, and eager to teach the next generation of theatre makers.

ESSENTIAL FUNCTIONS:

Production Technical Operations

The Production Operations role supports the successful execution of Education productions by coordinating technical preparation, communication, and performance operations from pre-production through closing.

Responsibilities include:

- Collaborate with Production Directors before and during technical rehearsals to ensure technical elements are prepared, coordinated, and executed effectively.
- Attend weekly production meetings with Education production staff to provide updates, address needs, and support production planning.
- Attend production run-throughs prior to technical rehearsals to document the performance, record notes, and assist with technical preparation.
- Ensure all required technical elements are prepared, tested, and ready approximately one week prior to technical rehearsals.
- Program QLab cue lists, including audio, video, and sound effects, during the weekend prior to technical rehearsals, ensuring a functional working cue list is completed by prior to technical rehearsals.
- Communicate technical rehearsal notes and updates back to the Education Team, including Education Scenic Designers and other production personnel, to support timely adjustments and revisions.



- Coordinate show-go procedures with the Front Desk team and confirm production readiness with the Director prior to each performance.
- Program and operate video walls and other digital display elements as required for each production.

Sound Management

Oversee all audio operations for Education productions, ensuring reliable microphone performance, clear communication, and consistent sound execution throughout rehearsals and performances. Responsibilities include:

- Operate the sound console during all performances and ensure consistent audio quality throughout each production.
- Collaborate with Directors during pre-production planning to identify microphone requirements, special audio needs, and production-specific sound considerations.
- Ensure all microphones are fitted, tested, and fully operational prior to technical rehearsals and performances
- Retune and adjust sound board frequencies before each production cycle as needed to accommodate local RF traffic and ensure reliable wireless microphone performance.
- Lead microphone training on the first day microphones are introduced, including:
 - Assigning personal microphone belts and equipment.
 - Establishing and enforcing microphone belt requirements throughout the production run.
- Maintain an accurate microphone assignment sheet at the sound console for reference during rehearsals and performances.
- Manage and maintain the complete microphone inventory
- Maintain adequate battery inventory and ensure batteries are available and prepared for all rehearsals and performances.

Lighting Management

Oversee all lighting operations for Education productions, ensuring accurate cue execution, reliable infrastructure, and effective collaboration throughout the production process. Responsibilities include:

- Maintain a lighting “Magic Sheet” for each performance space to reflect current lighting plot
- Monitor and maintain all lighting infrastructure, including identifying equipment concerns and addressing technical needs as required.
- Manage lighting systems across the Reynolds Auditorium and Studio Theatre, including two lighting universes in each performance space.
- Provide general lighting plots and event lighting support for Education program productions and related events.
- Attend technical rehearsals and performances to document the production, track cue accuracy, and evaluate overall lighting quality.
- Secure the performance space and reset all lighting equipment following strike and the completion of each production.

Technical Team Coordination

Oversee the preparation, training, and execution of production crews to ensure efficient and safe technical operations throughout rehearsals, performances, and events. Responsibilities include:

- Assemble and coordinate the technical crew for each production, including follow spot operators, track runners, and light board operators.



- Bring the full technical crew together prior to technical rehearsals to review the production and observe the show as a team.
- Lead technical rehearsals, coordinating all technical elements and ensuring proper integration of production needs.
- Call all follow spot cues over headset during technical rehearsals and performances to ensure accurate execution.
- Train follow spot operators in microphone setup and microphone head replacement procedures to provide additional production support.
- Save, archive, and back up all lighting and sound console programming following each production.
- Conduct technical walkthroughs for rental groups and provide equipment training and operational guidance as needed.
- Maintain a clean, safe, organized, and professional technical work environment at all times.

EDUCATION PROGRAM RESPONSIBILITIES:

The Education Lighting & Sound Technician provides technical support across Springfield Little Theatre's Education programs, assisting with sound, lighting, event operations, and educational experiences.

Responsibilities include:

- Youth Performance Troupe Shows: Coordinate with Education Program Leads regarding production delivery format and technical needs. Prepare microphone assignments, including song-specific microphone requirements, track information, performer entrances and exits, and musical cuts for distribution to the production team.
- Special Events: Provide sound and lighting support, including stage and auditorium setup, equipment preparation, operation, and additional event preparation as requested.
- Summer Workshop Showings and Performances: Provide sound and lighting support throughout rehearsals, presentations, and performances as needed.
- Summer Technical Theatre Camp: Assist with and/or lead technical instruction, student learning experiences, and production operations as assigned.
- Production Class: Lead lighting and sound labs for Springfield Little Theatre Academy students as scheduled, providing hands-on instruction and technical guidance.
- Performance Recording: Record performances in The Judy as requested.

SLT ON WHEELS, SCHOOL TOURING PRODUCTION:

The Education Lighting & Sound Technician serves as the lead technician for Springfield Little Theatre's school touring production, overseeing the technical execution and operation of the tour in a variety of school and community venues. Responsibilities include:

- Participate in rehearsals throughout the touring production process to understand technical requirements and support performance needs.
- Drive the company box truck, including transportation of the touring sound system and scenic elements, to all scheduled tour dates at schools and community venues.
- Take full ownership of the touring sound system, including operation, maintenance, organization, and equipment care.
- Complete all load-in, setup, and technical preparation at each venue efficiently, safely, and professionally.
- Troubleshoot technical issues on-site with minimal disruption to the performance schedule.



- Complete strike procedures following each performance, ensuring all equipment is properly packed, secured, and venues are left clean and organized.

FACILITY & SPECIAL OPERATIONS:

The Education Lighting & Sound Technician supports facility operations by maintaining technical equipment, production resources, and performance spaces to ensure safe, organized, and efficient use of Springfield Little Theatre facilities. Responsibilities include:

- Maintain adequate special effects supplies, including distilled water, fog fluid, bubble fluid, streamers, and other production materials.
- Maintain and organize technical equipment inventory, coordinating repairs, replacements, and service needs as requested and approved.
- Maintain digital inventory system for all technical equipment, ensuring accurate records and responsible equipment management.
- Assist with chair setup, space preparation, and general facility cleanup as needed.
- Ensure performance spaces and technical areas are secured following each use and properly reset after strike.
- Serve as a facility emergency point of contact during alarms or crises within the space, coordinating response and communication as needed with Front Desk staff and the Director of Operations & Communications.

SCHEDULE & HOURS:

This position requires a flexible schedule, including extended hours during production periods, technical rehearsals, performances, and touring commitments. Primary availability expectations include:

- Friday mornings and afternoons for school tour performances.
- Saturday prior to technical rehearsals as the primary programming and production preparation day.
- Sunday through Thursday evenings during technical rehearsal weeks, typically from 6:30 – 10:00 PM.
- Performance dates, including Thursday evenings, Friday evenings, Saturday matinees and evenings, and Sunday matinees and evenings.

Additional hours may be required to support Education programs, special events, equipment maintenance, and production needs throughout the season.

GENERAL REQUIREMENTS:

- Demonstrated experience in theatrical sound and lighting, including console operation, system programming, live performance execution, and technical troubleshooting.
- Proficiency in QLab, digital audio consoles, and lighting control systems.
- Proficiency in ETC lighting systems, including programming, patching, troubleshooting, and lighting design.
- Proficiency in theatrical sound design and live audio mixing, including operation of Allen & Heath digital sound consoles and Sennheiser wireless microphone systems.
- Working knowledge of wireless microphone systems, RF frequency management, body microphone setup, and microphone maintenance protocols.
- Ability to manage, train, and support a small technical crew.
- Strong organizational skills with the ability to plan ahead, prioritize tasks, and adapt to changing production needs.



- Experience working in, or willingness to work in, an educational environment supporting student technicians and developing technical skills.
 - Patience, flexibility, and a genuine investment in the learning process.
 - Ability to work under pressure while remaining calm, organized, and solution-oriented in a fast-paced production environment.
 - Ability to work extended and non-traditional hours, including evenings, weekends, technical rehearsals, performances, and special events.
- Active, valid driver's license and willingness to operate a box truck and other company vehicles for touring and production needs.
- Ability to lift and carry up to 50 lbs.
 - Must successfully complete and pass a background check.

COMPENSATION:

Compensation is commensurate with experience, qualifications, and technical expertise.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT:

Springfield Little Theatre provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, marital status, or military status in accordance with applicable federal, state, and local laws (collectively, "protected characteristics").

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or perform the job for which you are applying.

Interested applicants should complete an online application at springfieldlittletheatre.org/employment-opportunities. Applicants will be asked to upload a resume and cover letter and provide professional references as part of the application process.

For additional questions or more information, please contact Alex Scranton, Director of Operations & Communications, at alexs@springfieldlittletheatre.org or 417-413-2287 x130.

