

Technical Job Descriptions

At Glow, we aspire to create a community built on respect, belonging, collaboration and creativity and reject any form of bigotry, discrimination or hatred. We recognize that this work is ongoing and often imperfect, but we are committed to cultivating an environment in which our differences are explored with generosity, openness, and celebration.

Position: Assistant Technical Director/Master Carpenter for Glow's 2020 Season of Kern and Hammerstein's *Showboat*, Elton John's *Aida*, and Puccini's *Tosca* at The Warehouse Theatre, Greenville, South Carolina.

Dates: June 17-August 5th, 2020

Description: The master carpenter, under the supervision of the technical director, is responsible for the construction, mounting, and rigging of the scenery. They usually supervise a crew of carpenters in the actual construction. They may also be responsible for the maintenance of the scene-shop equipment and supplies.

Duties: Meet with the technical director so that you fully understand the rules, regulations, and protocol to follow during the build of your show. Assist the technical director and/or assistant technical director in distribution of projects during the workday. Verify that all projects are built to the drawings. Consult with the technical director and/or assistant technical director in case of any questions or when a decision needs to be made regarding the building/rebuilding of a set piece. Assist the technical director in managing shop space and tools. Verify at the end of each workday that the tool room is in order and tools are properly stored away. Attend tech rehearsals as needed. Construct special projects as assigned. Assist technical director during load-ins, changeovers and strike. Oversee and run scene transitions and changeovers during the festival.

Requirements: Share with Glow a respect for our values of access, advocacy, diversity, prudence, professionalism and collaboration, daytime availability. 1-3 years experience in a theatre scene shop, excellent woodworking and scenic skills, experience and skill in various types of scenic construction (wood, metal, plastics), knowledge of tools used in theatre scene shops, ability to work independently, ability to read and interpret drawings, and schematics. Ability to operate stationary power equipment (table saw, mortise machine, planer, jointer, sander, lathe, radial armsaw, drill press, band saw, tenon machine) and hand-held electric tools (saws, planes, router, drills, jackhammer, grinder, sanders, etc.); ability to use hand tools and welding equipment.

Compensation: Competitive weekly pay, variable by experience.

About Glow: Glow is a professional opera, operetta and musical theatre company that produces work in direct response to the social and political climate of South Carolina. www.glowlyric.com

Position: Carpenter/Run Crew for Glow's 2020 Season of Kern and Hammerstein's *Showboat*, Elton John's *Aida*, and Puccini's *Tosca* at The Warehouse Theatre, Greenville, South Carolina.

Dates: June 17-August 5th, 2020

Description: The scenic carpenter works under the supervision of the Technical Director and Master Carpenter to construct the scenic elements for all shows in the season.

Duties: Woodworking, cutting, building, erecting, installing and striking all scenic components using a variety of carpentry hand and power tools. Assist with load in of scenic elements including rigging and overhead scenery. Assist with scenic transitions during the runs of the performances, including making repairs to the set if needed.

Requirements: Share with Glow a respect for our values of access, advocacy, diversity, prudence, professionalism and collaboration, daytime availability, prior experience in theatre scene shop, ability to read and follow direction, excellent woodworking and scenic skills, experience and skill in various types of scenic construction (wood, metal, plastics), knowledge of tools used in theatre scene shops, ability to work independently, ability to read and interpret drawings, and schematics. Ability to operate stationary power equipment (table saw, mortise machine, planer, jointer, sander, lathe, radial armsaw, drill press, band saw, tenon machine) and hand-held electric tools (saws, planes, router, drills, jackhammer, grinder, sanders, etc.); ability to use hand tools and welding equipment.

Compensation: Competitive weekly pay, variable by experience.

About Glow: Glow is a professional opera, operetta and musical theatre company that produces work in direct response to the social and political climate of South Carolina. www.glowlyric.com

Position: Carpenter Intern/Run Crew for Glow's 2020 Season of Kern and Hammerstein's *Showboat*, Elton John's *Aida*, and Puccini's *Tosca* at The Warehouse Theatre, Greenville, South Carolina.

Dates: June 17-August 5th, 2020

Description: The scenic carpenter works under the supervision of the Technical Director and Master Carpenter to construct scenic elements for all the shows in the season.

Duties: Woodworking, cutting, building, erecting, installing and striking all scenic components using a variety of carpentry hand and power tools. Assist with load in of scenic elements including rigging and overhead scenery. Assist with scenic painting. Assist with scenic transitions during the runs of the performances, including making repairs to the set if needed.

Requirements: Share with Glow a respect for our values of access, advocacy, diversity, prudence, professionalism and collaboration, daytime availability, prior experience in a theatre scene shop, basic knowledge of carpentry skills including ability to operate hand held and power tools and experience with scenic painting. Ability to read and follow direction and work independently.

Compensation: Stipend.

About Glow: Glow is a professional opera, operetta and musical theatre company that produces work in direct response to the social and political climate of South Carolina. www.glowlyric.com

Position: Assistant Stage Manager for Glow's 2020 Season of Kern and Hammerstein's *Showboat*, Elton John's *Aida*, and Puccini's *Tosca* at The Warehouse Theatre, Greenville, South Carolina.

Dates: June 17-August 5th, 2020

Description/Duties: The Assistant Stage Manager assists the Stage Manager with all responsibilities during the season.

Duties: Attending production meetings, running rehearsals, clerical organization, taping out floorplans, pulling/organizing rehearsal props/furniture, preparing the rehearsal space, notating blocking, being on book, running the deck during tech rehearsals and performances, training run crew, and assisting the SM with strike duties.

Requirements: Share with Glow a respect for our values of access, advocacy, diversity, prudence, professionalism and collaboration, Daytime Availability, Demonstrated experience in Assistant Management or Stage Management work, good organizational skills, able to create paperwork, respectful manner and good interpersonal skills, able to handle pressure well, leadership skills, good problem solving, takes direction well.

Compensation: Competitive weekly pay, variable by experience.

About Glow: Glow is a professional opera, operetta and musical theatre company that produces work in direct response to the social and political climate of South Carolina. www.glowlyric.com

Position: Stitcher for Glow's 2020 Season of Kern and Hammerstein's *Showboat*, Elton John's *Aida*, and Puccini's *Tosca* at The Warehouse Theatre, Greenville, South Carolina.

Dates: June 17-August 5th, 2020

Description: Assists the Costume Designers in the creation of costume designs for three productions, including cutting and sewing fabrics, completing alteration and construction projects, shopping for costume pieces and accessories, attending fittings and taking notes, serving as wardrobe staff/crew during all performances, maintaining costumes during and directly after performance period including repairs, laundry, dry cleaning, and assisting with storage/return of costumes.

Requirements: Share with Glow a respect for our values of access, advocacy, diversity, prudence, professionalism and collaboration, Daytime Availability, Demonstrated experience in machine and hand sewing techniques, garment construction skills, able to follow precise instructions in a timely manner

Compensation: Competitive weekly pay, variable by experience.

About Glow: Glow is a professional opera, operetta and musical theatre company that produces work in direct response to the social and political climate of South Carolina. www.glowlyric.com

Position: Props Designer for Glow's 2020 Season of Kern and Hammerstein's *Showboat*, Elton John's *Aida*, and Puccini's *Tosca* at The Warehouse Theatre, Greenville, South Carolina.

Dates: June 17-August 5th, 2020

Description: Responsible for obtaining all props needed for the production, including appropriate rehearsal props for the first day of rehearsal. Attends production meetings, creates a props list, and then pulls, purchases or builds each property needed. Assists the Scenic Designer with set dressing/furniture pulling, responsible for setting up and organizing prop tables in rehearsal and performance space, communicating proper handling of props to Stage Manager and actors, maintaining/fixing props throughout the show run, replenishing any consumables, and strikes props, returning them to storage or from where they were borrowed.

Requirements: Share with Glow a respect for our values of access, advocacy, diversity, prudence, professionalism and collaboration, Daytime Availability, Demonstrated experience in props design & prop crafting, extremely good organizational skills, ability to work within a budget, creative problem solving, excellent communication skills, ability to work under pressure, ability to meet deadlines, attention to detail.

Compensation: Paid position.

About Glow: Glow is a professional opera, operetta and musical theatre company that produces work in direct response to the social and political climate of South Carolina. www.glowlyric.com

Position: Props Assistant for Glow's 2020 Season of Kern and Hammerstein's *Showboat*, Elton John's *Aida*, and Puccini's *Tosca* at The Warehouse Theatre, Greenville, South Carolina.

Dates: June 17-August 5th, 2020

Description: Assists the props designer in obtaining all props needed for the productions, including appropriate rehearsal props for the first day of rehearsal. Maintains and records paperwork for the props designer of borrows, pulls, and budgets. Assists in builds, borrows and purchases of props. Communicates with props designer during the run of shows providing updates on consumables and maintenance of props. Assists with setting up and organizing props tables in the rehearsal and performance space. Assists with striking of props and props return.

Requirements: Share with Glow a respect for our values of access, advocacy, diversity, prudence, professionalism and collaboration, Daytime Availability, Demonstrated experience in props design and prop crafting, good organizational skills, creative problem solving, excellent communication skills, ability to work under pressure, attention to detail, leadership ability in the absence of props designer.

Compensation: Stipend.

About Glow: Glow is a professional opera, operetta and musical theatre company that produces work in direct response to the social and political climate of South Carolina. www.glowlyric.com

Position: Production Assistant for Glow's 2020 Season of Kern and Hammerstein's *Showboat*, Elton John's *Aida*, and Puccini's *Tosca* at The Warehouse Theatre, Greenville, South Carolina.

Dates: June 17-August 5th, 2020

Description: The production assistant assists the Stage Manager and Assistant Stage Manager with all responsibilities. This can include clerical organization, taping out floorplans, pulling/organizing rehearsal props/furniture, preparing the rehearsal space, being on book, signing in actors/calling actors for rehearsals, running the deck during tech rehearsals and performances, serving on run crew during tech rehearsals/performances and assisting with strike duties.

Requirements: Share with Glow a respect for our values of access, advocacy, diversity, prudence, professionalism and collaboration, Daytime Availability, Demonstrated experience in theatre work, good organizational skills, able to create paperwork, respectful manner and good interpersonal skills, able to handle pressure well, leadership skills, good problem solving, takes direction well.

Compensation: Stipend.

About Glow: Glow is a professional opera, operetta and musical theatre company that produces work in direct response to the social and political climate of South Carolina. www.glowlyric.com

Position: Master Electrician/Light Board Operator for Glow's 2020 Season of Kern and Hammerstein's *Showboat*, Elton John's *Aida*, and Puccini's *Tosca* at The Warehouse Theatre, Greenville, South Carolina.

Dates: July 1st-August 5th

Description: The master electrician, under the supervision of the lighting designer, implements the lighting design. They are directly responsible for the acquisition, installation, and maintenance of all lighting equipment and the supervision of the crews who hang, focus, and run the lighting equipment.

Duties: Consult with the Production Manager and Lighting Designer to work within budget guidelines, create cost-effective plans for electricians to install and strike, [Inventory](#) and [repair and maintenance](#) of all lighting fixtures, cables, effects, power distribution, [dimmers](#), networking and [lighting control consoles](#), Organization and purchasing of all consumables including [color gel](#), [gobos](#), [Sharpies](#), and [gaffer tape](#), Planning and implementing of the cabling (circuiting) of lights and [electric power](#) distribution, Documenting and tracking of all circuiting, addressing, and system configuration in cooperation with the Lighting Designer, Patching assignments of the control console based on the paperwork generated by the lighting designer and the planned circuiting, Maintaining safe practices for crew Coordinate maintenance, load in, focus, and notes calls, Collaborate with the lighting designer, director and theater staff to effectively execute the lighting design.

Requirements: Share with Glow a respect for our values of access, advocacy, diversity, prudence, professionalism and collaboration. Daytime Availability, Have a minimum of 1-3 three years' management experience in theatrical electricians or equivalent, Have strong team building and management skills, Have the ability to navigate smoothly through high pressure situations, Be proficient in Vectorworks and Lightwright, Have experience and/or professional-level training with a variety of lighting equipment, including Colortran instruments, ETC products and TOURnados, Be comfortable working at heights and be able to lift 50 pounds, have good time management & punctuality.

Compensation: Competitive weekly pay, variable by experience.

About Glow: Glow is a professional opera, operetta and musical theatre company that produces work in direct response to the social and political climate of South Carolina. www.glowlyric.com

Position: Electrician/Spot Operator for Glow's 2020 Season of Kern and Hammerstein's *Showboat*, Elton John's *Aida*, and Puccini's *Tosca* at The Warehouse Theatre, Greenville, South Carolina.

Dates: July 1st-August 5th, 2020

Description: The electrician will set up, troubleshoot, operate and breakdown lighting equipment for the Festival Season, as well as operate spot light during performances.

Duties: install (hang), point and shape the beam (focus), and connect to power (circuit) lighting instruments, add gels, gobos and accessories, Preparing and Packing, transporting lighting equipment and gear, proper hang and focus of conventional, LED and intelligent lighting fixtures, Running cable neatly, safely and efficiently, Patch fixtures and dimmers into a variety of consoles, making repairs on

damaged equipment, serving as spot operator during technical rehearsals and performances, assisting ME and Lighting Designer with strike duties.

Requirements: Share with Glow a respect for our values of access, advocacy, diversity, prudence, professionalism and collaboration, Daytime Availability, Minimum of 1 year of experience working with lighting equipment or serving on electrics crew, familiarity with variety of consoles and lighting fixtures, ability to lift 50 pounds, be comfortable working at heights, possess ability to work under pressure, calm demeanor and positive attitude, punctual and dependable.

Compensation: Competitive weekly pay, variable by experience.

About Glow: Glow is a professional opera, operetta and musical theatre company that produces work in direct response to the social and political climate of South Carolina. www.glowlyric.com