

WAVERLY COMMUNITY SCHOOLS

Position Announcement

Job Title:	Lighting & Sound Designer (Fall & Spring) 2026		
Location:	Waverly High School	Start Date:	August 2026
Salary Range/ Level:	\$20.00 per hour	Terms of Employment	Season
Date Posted:	July 23, 2026	Application Deadline:	Until Filled
Application Process:	A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u> . (See application instructions at Theater Lighting & Sound Designer 2026 Resume and cover letter may be: • Attached within the online application (preferred) • Faxed: (517) 321-8577 • Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917		
Job Description			
<u>JOB SUMMARY</u> Responsible for designing, programming, and operating lighting and sound for assigned theatre productions while supervising and training students in the safe and effective use of theatrical equipment and software. Collaborates with the production team throughout all phases of production, including planning, rehearsals, performances, and strike, to ensure high-quality technical execution in accordance with district procedures and the direction of the Theatre and Events Manager. The schedule for this position typically includes regular crew workdays and occasional attendance at rehearsals for a minimum of 8 and a maximum of 12 weeks. Other hours are at the discretion of the individual hired. <u>ESSENTIAL JOB FUNCTIONS</u> <i>Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:</i> • Follow and enforce safety procedures and policies. • Train and advise students in the safe and proper use of theatrical lighting and sound equipment, including lighting instruments, lighting and sound consoles, microphones, communication headsets, manual spotlights, and related technical equipment.			

- Report defective and hazardous equipment and conditions.
- Assist students in the booth area.
- Clearly communicating an artistic vision to the artistic team, when applicable.
- Troubleshoot technical issues with lighting and sound equipment as needed.
- Hang and focus lighting fixtures to achieve the lighting effects desired.
- Design, program, and implement all lighting cues to support and complement the director's vision.
- Design, program, and implement all sound cues to support and complement the director's vision.
- Create and interpret technical drawings as needed.
- Assist student stage managers as they learn to call the cues designed during technical rehearsals.
- Attend production meetings & check-ins.
- Collaborate with the artistic team to solve production challenges.
- Collaborate with the Theatre & Events Manager to coordinate and schedule lighting and sound crew workdays, hang and focus sessions, and other technical work in theatre spaces.
- Follow established procedures to obtain or assist the Theatre & Events Manager in obtaining necessary materials or tools.
- Create a positive, inclusive, and educational environment for students to learn.
- Attend rehearsals as needed to support production and student needs.
- Reading and understanding policies, safety guidelines, and theatre documentation.
- Support the production as needed, in collaboration with the Theatre & Events Manager.
- Perform other duties as assigned by the building principal or district administration.

QUALIFICATIONS

Education and Experience:

- Experience working with high school students, preferably in an instructive capacity.
- Experience with live sound.
- Experience with theatrical lighting.
- Experience with programming on ETC software is preferred but not required.
- Experience with QLab software is preferred but not required.

Knowledge, Skills and Abilities:

- Excellent oral and written communication and human relations skills.
- Ability to read and write documentation.
- Ability to exercise good judgment, resourcefulness, and maintain effective working relationships with staff, students, and the community.
- Working knowledge of theatre terminology.
- Working knowledge of live sound equipment.
- Working knowledge of theater lighting equipment.
- Knowledge of computer systems such as Microsoft Office Suite and other relevant software programs and their applications.

- Ability to demonstrate the character traits of respect, responsibility, honesty, and caring when interacting with staff, students, and community members.

ADA REQUIREMENTS

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

WORK ENVIRONMENT

The noise level in the work environment is typical for a school theater. There can be moments of quiet, or moments of high activity depending on the situation.

MENTAL FUNCTIONS

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

Notice of Non-discrimination

Non-Discrimination

The Waverly Community Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.

Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [\(517\) 319-3031](tel:5173193031) or msavage@waverlyk12.net.