

# ZACHARY WEEKS

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Design Portfolio: zwdesigns.net

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## PRODUCTION MANAGER | LIGHTING MANAGER | THEATRICAL DESIGNER

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Craft creates a caring world by filling the world with problem solvers. Artist, crafters, builders, makers, or whatever you like to call us our entire profession is boiled down to solving problems. When the muscle of problem-solving is so well defined, the impact inevitably stretches further than the studio walls. I'm Zach Weeks – if you want to solve more problems invest in an artist.

Project Management | Data Management | Educator | Storyteller | Problem Solver | Detail Oriented | Self-Learner | Highly Motivated | Naturally Curious | Quick Thinking | Collaborative | Relationship Management | Good Eye for Design | Innovative

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## PROFESSIONAL EXPERIENCE

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### Lighting Management/Consultant/Freelance Lighting Design

September 2008 – Present

*Various Locations across the US.*

Managed expectations, design choices, inventory, labor, and communications surrounding the lighting department for over 150 productions. Ranging from Off-Broadway to Touring Concerts to One off Jazz Bands.

- Design and generate ideas based on script or conversations with directors and other designers. Provided research images into a presentation for directors and other production departments; expanding upon initial design ideas from directors and other design departments.
- Create documentation and coordinate with stakeholders from various departments ensuring seamless communication and expectations throughout the project.
- Manage crews for load-in of lighting equipment including ensuring delivery and installation of equipment is as designed.
- Set priorities and goals for each day broken down by hour based on productions needs and other departments' current status; forecast project spend and maintain production budgets.
- Program or oversee programmer ensure lighting cues match desired intent.
- Oversee stage management in the calling and execution of Lighting Cues.
- Train and develop additional skills for the crew as needed per project to ensure proper execution of tasks.
- Provide recommendations on time frames, lighting equipment, theater construction, and personnel.
- Generate instructions/training materials for operators and future crew changes.
- Identify risks and generate effective solutions before they impact productions; escalate risks if unable to mitigate accordingly.

### Ohio State University Schottenstein Center – Production Manager/Production Coordinator

January 2022 – November 2022

- Coordinates scheduling and oversee day to day operations for Production Department.
- Train, Develop, and oversee execution of events ranging from graduations to world tours.
- Organizing stagehands into departments based on production needs. Ranging from 20 to 200 stagehands.
- Provide/update estimates and track expenses through out the production/event process.
- Oversee/Assist in purchasing and delivery of equipment and rentals.
- Oversee/Assist in coordinating Travel, Housing, and other accommodations for traveling guests.
- Coordinate across all departments to schedule conversion, maintenance, and deliveries for every production/event.
- Manage, Track, and enter payroll for all stagehands and production staff in workday.

### Shawnee State University - Associate Professor of Lighting Design.

January 2021 – May 2021

- Generate curriculum based on department needs and expectations; continuously improve curriculum based on feedback and student engagement.
- Adapt lesson plans to changes in students' understanding and questions that arise during classroom discussions.
- Develop and nurture creativity as students navigate through projects.
- Incorporate departmental goals into curriculum delivery; coordinate and set expectations with departmental leadership.
- Oversee students implement designs and technical elements for mainstage productions.

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## PROFESSIONAL EXPERIENCE CONTINUED

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### **Kean University - Assistant Professor of Design.**

**August 2019 – December 2019**

- Design curriculum based around a project for the theater and dance department to best support current productions.
- Designs and leads students through a realized mainstage design and explains the decision-making process.
- Guide students through the designing process and how to manage labor to realize their design goals.
- Discuss with students and faculty after productions on what changes could be implemented to solve future problems.

### **Tribeca Performing Arts Center - Lighting Designer, Programmer, Operator 2020**

**September 2017 – March**

*New York City, New York*

- Design Lighting show for a variety of productions ranging from Lectures to Jazz Concerts.
- Work with the lighting supervisor and the limitations of the venue to ensure incoming shows have proper needs for lighting equipment.
- Manage crews in implementations of specials and other lighting needs outside of standard lighting plot.
- Work with Designers to ensure the lighting cues were stored in the console with desired intent.
- Work with Designers and Stage Managers to make sure proper execution of lighting cues.
- Operate Lighting Console based on Lighting Designer and Stage managers instructions.
- Troubleshoot and relay problems and suggestions to the Lighting Supervisor and make suggestions with the Lighting Supervisor on appropriate solutions.

### **Seagle Festival – Lighting and Video Manager**

**June 2016-August 2022**

*Schroon Lake, New York*

- Working with artistic staff lead the Design and implementation of streaming equipment to meet and exceed expectations.
- Design Camera Placements and cable configurations to give the greatest amount of flexibility for this season and future seasons.
- Design streaming graphics and animations and implement them into live streams using Open Broadcaster Software (OBS.)
- Working with the Director to determine which camera and framing work best for that moment to deliver the story being told to audiences online.
- Program and operate cameras, video switcher, and streaming software for each production and rehearsal.
- Design and make suggestions on equipment and installation to meet requirements and allow future expansion from artistic staff.
- Provide professional documentation for operation and troubleshooting for future operators.

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## TECHNOLOGICAL KNOWLEDGE

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**Software:** Microsoft Office, QuickBooks, Vectorworks 2D&3D Drafting/Modeling, Lightwright 6, Stamp, Qlab 4, Affinity Photo, Davinci Resolve, Workday, Qualtricks.

**Video:** Photography, Video Streaming, Open Broadcast Software (OBS),, Lightroom, Lighting for the Camera, Graphic Design, Video Editing, Sound Design.

**Lighting Consoles:** ETC EOS, Smart fade, Obsession II, Express

**Other:** 3D Printing, CNC Routing, Touring Experience, Valid Drivers License.

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## EDUCATION

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### **Master of Fine Arts - Theater Production Design and Technology**

**April 2016**

Concentration: Lighting Design and Technology

Ohio University, School of Theater

### **Bachelor of Science**

**May 2013**

Major: Agronomy

Fort Hays State University, Hays Kansas