



JOB DESCRIPTION/SCOPE OF WORK

ELECTRICS SUPERVISOR Seasonal Salaried

Immediate Supervisor(s):	Production Manager
Schedule:	TBD
Salary:	\$800-\$900/week, DOE (45 hours)
Housing (if needed):	Information available upon request
Start Date:	June 1
End Date:	August 2

STATEMENT OF JOB:

The Electric Supervisor will work productively to execute the lighting designs for the Mainstage and KIDDSTUFF Series; within the allotted time, budget, and scope of the summer repertory season. The Electric Supervisor oversees the Electrician/Board Ops, any overhire, and the Electric Fellow in the installation and execution of the lighting plot for each production.

JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

GENERAL RESPONSIBILITIES:

- Reporting to work on time, prepared to start
- Completing assigned daily tasks.
- Follow and practice safe work methods and safety procedures acting in concert with the theatre's safety policies
- Contribute to maintaining a collaborative shop environment
- Follow procedures and policies in the Seasonal Handbook.

SPECIFIC RESPONSIBILITIES:

- Develop a complete and thorough understanding of all drawings and paperwork for each production and assist in the dissemination of that information
- Plan and execute the lighting design including the dimming and circuiting of the plot
- Ensure secure and safe rigging of all lighting equipment
- Implement and execute any onstage practicals and atmospheric/special effects
- Setup q-lites if needed for Stage Management
- Program and operate lighting console as assigned by the production manager
- Organize and supervise the load-in and strike of each production for the department
- Repair and maintain shop tools and equipment as needed
- Provide positive leadership, organization, and communication over the electric staff
- Supervise and schedule department staff including Fellows and Interns
- Train electric show crew as necessary
- Track hours for electric staff
- Organize and maintain the facilities utilized by the department including equipment, supplies, and any stock items
- Oversee safety and well-being of those working in the department and actively participate in and promote a culture of job safety in all work areas
- Keep First Aid supplies stocked for the shop/department facilities
- Perform routine safety inspections on all major tools and equipment
- Work with Sound Engineer to assure lighting and sound plots have accounted for each department's equipment

- Attend Design Meetings, Production Meetings, and technical rehearsals as needed/appropriate
- Order all necessary materials and supplies in a timely manner, track deliveries and submit invoices/receipts and paperwork weekly to Production Management
- Track rentals/loans and ensure a timely return of these items
- Work with Production Management to ensure all shows are completed within deadlines and budgets
- Communicate proactively with designers, stage managers, production management, and other department heads to ensure safe and appropriate implementation of all elements for tech and performances
- Maintaining facility light bulbs
- Any additional electrics duties not covered by the list above

REQUIREMENTS:

- Outdoor Theatre experience (preferred)
- Ability to read and interpret light plots to create material and time estimates
- Mastery of lighting techniques
- Proficiency in the use of Vectorworks and/or AutoCad and Lightwrite
- Knowledge of standard and safe rigging practices
- Knowledge of DMX and the use of various non-unit lighting equipment
- Proficient in the use of LED units, ETC Ion, and moving lights (specifically Chauvet Rogue units)
- Experience with non-dimmer per circuit theatres (i.e. all circuits must be individually patched into dimmers) and load balancing
- Minimum of a bachelor's degree in technical theatre, or equivalent practical experience and 2 years experience in a supervisory electrics role in professional theatre
- Prior summer theatre experience (preferred)
- Routine lifting up to 50 lbs, occasional work on ladders, catwalks, scissor lifts, and other personnel elevation devices
- Maturity and understanding of the artistic process and excellent interpersonal, organizational, collaborative, communication and leadership skills
- Valid driver's license with a vehicle
- Ability to manage an irregular schedule with a positive attitude
- Ability to supervise, train and work with a staff of varying skill levels
- Ability to work on multiple productions within tight timelines and budgets
- Knowledge of industry and OSHA standard safety practices
- Ability to understand the work and needs of the department, anticipate potential problems and propose timely solutions
- Capacity to solve problems and engage in creative thinking about challenges; Ability to brainstorm ideas in a group setting

