



## Asst. Head of Electrics– Job Description

**JOB TITLE:** Asst. Head of Electrics

**ALTERNATE TITLES:** Asst. Head Electrician

**REPORTS TO:** Director of Production, Asst. Production Manager, Head of Electrics

**JOB TYPE:** Seasonal, Salaried

**SUPERVISES:** Electricians

**GENERAL JOB STATEMENT:** The Asst. Head of Electrics works as a member of the electrics staff and crew in hanging, focusing, and maintenance of lighting instruments as well as planning and execution of electrical projects relating to scenery, props, crafts, or otherwise. The Asst. Head of Electrics is also responsible for the networking and programming of the lighting console when needed.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Analyze, interpret, and organize the light plot to determine the feasibility and most efficient way to hang and focus lights from show to show.
- Participate in all load-ins, load-outs, tech rehearsals, and show runs as needed.
- Networking and programming of the lighting desk and other components necessary for tech rehearsals and show runs.
- Programming the light board during tech rehearsals as needed.
- Maintain electrics shop and inventory.
- Ability to work with and lead a crew.
- In collaboration with the Head of Electrics, generate and maintain all necessary paperwork.
- Maintain a clean, organized, and safe work environment
- Any additional tasks as requested by the Director of Production, Asst. Production Manager, or Head of Electrics.

### **QUALIFICATIONS AND SKILLS:**

- 3 years' experience in theatrical electrics methodologies and practices.
- Knowledge of safe handling of electrical components, wiring, and testing.
- Knowledge of contemporary lighting fixtures, light board programming, power distribution, and practicals.
- Ability to manage a crew.
- Excellent communication, organization, collaborative and interpersonal skills.
- Willingness to learn new techniques and methods in given field.
- Vectorworks and Lightwright skills are a must.