



Head of Electrics– Job Description

JOB TITLE: Head of Electrics

ALTERNATE TITLES: Head Electrician

REPORTS TO: Director of Production

JOB TYPE: Seasonal, Salaried

SUPERVISES: Asst. Head of Electrics, Electricians

GENERAL JOB STATEMENT: The Head of Electrics leads the electrics staff and crew. This position oversees and plans the hanging, focusing, and maintenance of instruments as well as planning and execution of electrical projects relating to scenery, props, crafts or otherwise. The Head of Electrics is also responsible for the management of inventory, work delegation, and in maintenance of work standards and quality control. This position is also required to organize at least 1 one-hour department specific educational workshop for the apprentice program.

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.
- Ensure load-in and strike are completed in a timely manner in coordination with the scenery, props, and sound departments.
- Oversee the electricians during technical rehearsals and shows.
- Planning, research, and engineering of lighting practicals, special effects, and special projects.
- Ensure the maintenance of a clean and safe electrics shop environment
- Manage storage and inventory of all shop tools and equipment.
- Organize at least 1 one-hour department specific educational workshop for the apprentice program.
- Oversee the seasonal electrics budget to ensure productions are executed at or within budget guidelines.
- Purchase consumables (lamps, gel, fluids, etc.) as necessary for the season and productions, working with designers to suggest substitutions as appropriate.
- Ability to work with and lead a crew.
- In collaboration with the Lighting Designer, generate and maintain all necessary paperwork.
- Maintain a clean, organized, and safe work environment.
- Any additional tasks as requested by the Director of Production or Asst. Production Manager.

QUALIFICATIONS AND SKILLS:

- 4 years professional experience in theatrical electrics practices and methodologies.
- Knowledge of electrical components, wiring & soldering techniques, hang and focus.
- 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.