

Head of Electrics – Job Description

JOB TITLE: Head of Electrics

ALTERNATE TITLES: Head Electrician

REPORTS TO: Director of Production, Asst. Production Manager, Technical Director

JOB TYPE: Seasonal, Salaried

SUPERVISES: Asst. Head of Electrics, Electricians

GENERAL JOB STATEMENT: The Head of Electrics oversees and plans the hanging, focusing, and maintenance of lighting instruments as well as planning and execution of electrical projects relating to scenery, props, and crafts. The Head of Electrics is also responsible for the management of inventory, work delegation, and maintenance of lighting equipment and upholding the work standards and quality control within the electrics department.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Analyze and determine the feasibility of lighting designs within the budgetary and time constraints.
- Analyze, interpret, and organize the lighting design and plot to determine the feasibility and most efficient way to hang and focus lights from show to show.
- In collaboration with the Lighting Designer, generate and maintain all necessary paperwork.
- Communicate with designers on budgetary restrictions based on designs and work together to come up with alternative solution and cuts.
- Ensure load-ins, changeovers, and strike are completed in a timely manner in coordination with the scenery, props, and sound departments.
- Planning, research, and engineering of lighting practicals, special effects, and special projects.
- Oversee the deck electricians and spot operators during technical rehearsals and shows.
- Manage storage and inventory of all shop tools and equipment.
- Oversee the seasonal electrics budget to ensure productions are executed within budget guidelines.
- Purchase consumables (lamps, gel, fluids, etc.) as necessary for the season and productions, working with designers to suggest substitutions as appropriate.
- Coordinate with the DOP on the schedule of electricians that will rotate as Asst. Lighting Designer per show.
- Ability to work with and lead a crew.
- Maintain a clean, organized, and safe work environment.
- Any additional tasks as requested by the Director of Production or Technical Director.

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.