



Head of Electrics Job Description FY27

Designation: Regular Full-Time (RFT), In-person Hours: Average 40 hours/week

Classification: Non-Exempt

Annual Salary: \$40,000-\$43,000, plus benefits

Reports to: Production Manager

The Head of Electrics is primarily responsible for the safe and accurate hanging of the light plot as indicated by the production lighting designers. They are also responsible for the programming and operating the lighting console (in conjunction with the lighting designer, assistant lighting designer, and/or programmer when applicable), the maintenance of the show during the run, and the construction and function of any practicals or special effects required by the production.

The Head of Electrics is also the primary technician for all performance venues. They are responsible for creating inventory lists for each performance space during the summer months and keeping those lists up to date throughout the season. They will also be responsible for regular maintenance of lighting equipment.

Head of Electrics will be scheduled to serve as venue technician for renters. Venue technician responsibilities will be subject to the Head of Electrics availability around Constellation's production schedule. When not available, Head of Electrics will support the Production Manager in covering all Venue Technician shifts and ensuring that all technicians are properly trained to support renters. The Head of Electrics may also be scheduled to work fundraising or other events put on by Constellation.

Constellation does not have a Resident Sound Technician. The ideal Head of Electrics candidate has a strong knowledge/background in the area of sound and will be able to handle all general needs in that department when schedule permits.

Scope of Work - Production Head of Electrics

Pre Production

- The Head of Electrics is expected to attend all production meetings, unless excused by the Production Manager.

Preliminary Light Plot

- Upon submission of preliminary Light Plot from designer, Head of Electrics is responsible for the following:
 - Maintaining a well-documented and organized electrics inventory in order to determine stock
 - figures are accurately represented in the Plot
 - Assessing potential rental or purchase needs for the production.
 - Coordinating with scenic and props departments to identify what electrics needs include their collaboration.

Final Plot/Load-in Prep

- After consultation with the Head of Electrics the Final Light Plot will be delivered by the Lighting Designer. The Head of Electrics will be responsible for placing rental orders, with approval by the Production Manager, and ensuring that all needed equipment is available by Load-in.
- Head of Electrics is responsible for the following:
 - Circuit Plot
 - Shop/stock Order and Delivery Schedule
 - Rental and purchase lists for all instruments, cable, color and gobos, etc.
 - In conjunction with the Production Manager, develop a prioritized task list for prep and reassess/reprioritize on a daily basis.

Load-in/Hang

- All units should be loaded in and installed according to the Light Plot.
- All units should be hung ready to focus. All shutters should be pulled out, all gel and templates installed, all units safety cabled, and all units circuited and tested.
- Any changes to the rig (dimmer information, etc.) should be communicated to the Production Manager and Lighting Designer in a timely fashion so that regular paperwork updates can be Issued.
- The show must be ready to focus by the date scheduled for the first focus call. This means all units work and are soft patched into the correct channel, all templates and color are prepped for the proper units, all units have the necessary hardware and everything has been hung to the specifications of the lighting designer. Head of Electrics should be prepared to do a channel check with the lighting designer the day before the first focus call.

Focus

The Head of Electrics is responsible for:

- Attending all focus and electric calls. Making sure that the electrics crew is ready to work at the specified time.

- Running the lighting console and document any changes that occur in the instrument schedule. It is the responsibility of the Head of Electrics to notify the Lighting Designer of any changes in the plot.
- Deploying and supervising crews during focus.
- Taking notes during the focus sessions called by the Lighting Designer

Technical Rehearsals

- The Head of Electrics is responsible for
 - Programming and operating the lighting console during all technical rehearsals (unless this responsibility has been assigned to an assistant or programmer.)
 - A channel check should be done before every technical rehearsal. Checking that each instrument works, that the focus hasn't changed, and that the color is not burned out.
- Head of Electrics is responsible for creating channel check paperwork to deliver to the Stage Manager by Final Dress and ensuring that all necessary parties are trained on proper opening/closing procedures.
- Addressing notes from the previous rehearsal during electrics work time in the space including: Bad lamps should be changed, focus notes should be referred to the lighting designer, and color should be changed at the discretion of the lighting designer.

Performances

The Head of Electrics will stay current with performance reports and make any necessary fixes to the lighting equipment during the run.

Strike

- The Head of Electrics will supervise the strike of all the instruments, cable, special effects, color, hardware and any other equipment used after the final performance.
- All rental equipment should be packed up and marked for return, all units should go to their designated storage location, all gel should be sorted and returned to storage, and all other equipment should be returned to its storage place.

Scope of Work - Venue Technician

- As the primary technician for all performance venues, the Head of Electrics is responsible for the following:
 - Creating and maintaining up to date inventory of lighting and sound equipment for renters and designers
 - Performing repairs or facilitating repairs on any lighting or sound equipment that is damaged
 - Regular review of Venue Technician reports to stay on top of damaged or malfunctioning equipment.
 - Restocking bulbs, gels and other consumables regularly

- Providing technical support (lighting and sound) for renters when assigned to work events by the Production Manager.
- Resetting the light plot to the standard house plot if it has not been restored by the renter.
- Supporting the Production Manager in identifying, training, and scheduling Venue Technicians when the Head of Electrics is not available.
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Required Skills:

- Experience with ETC Lighting Boards
- Programming experience and ability
- Understanding of best theatrical practices in regards to hanging, circuiting, cable management, proper focus, changing of lamps, and standard accessories (templates, gobos, barndoors, etc.) for stage lighting equipment
- Familiarity with Vectorworks & LightWright
- Budgeting and resource management
- Creative problem solving and troubleshooting
- Ability to collaborate with designers
- Team oriented and collaborative attitude
- Reliability and excellent communication

Physical Requirements:

- Must be able to work in a standing position for extended periods of time on a daily basis.
- Position requires frequent bending, twisting, crawling, and kneeling.
- Must be able to perform overhead work.
- Must be able to regularly lift and carry 50 pounds without assistance.
- Must be able to regularly lift and carry 75 pounds with assistance.
- Must be able to climb and work from ladders, lifts, and scaffolding.
- Position requires occasional periods of work on hands and knee