

## **Master Electrician Job Description**

<b>Department:</b>	Cal Performances
<b>Payroll Title:</b>	Theater Production Spec 3
<b>Title Code:</b>	6145U
<b>Percentage of Time:</b>	100%
<b>Working Hours:</b>	Variable (Including Nights & Weekends)
<b>Personnel Program:</b>	Personnel Policies for Staff Members (PPSM)

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### **INTRODUCTION**

The mission of Cal Performances is to inspire, nurture and sustain a lifelong appreciation for the performing arts. Cal Performances fulfills this mission by presenting, producing and commissioning outstanding artists, both renowned and emerging, to serve the University and the broader public through performances and education and community programs. A deep commitment to excellence in service, facilities, staff and volunteer leadership provides a unique environment where artists flourish and where the community is enriched through programs of innovation and diversity.

The **Master Electrician** is a member of the stage leadership team which includes the Master Carpenter (the primary stage lead) and the Audio Engineer. The Master Electrician is responsible for the successful implementation of all lighting and other electrical related elements for events in Cal Performances venues (including Zellerbach Hall, Zellerbach Playhouse, Wheeler Auditorium, certain performances at Hertz Hall, the Greek Theatre and other off-campus venues). Duties include, but are not limited to: lighting and electrical management, vendor coordination, equipment and/or facilities maintenance, department liaison, and stage crew supervision, training and development.

The Master Electrician reports to the Production Manager and has a high degree of decision making authority as it pertains to the on-site coordination of technical elements on the day of show and under the direction and or guidelines of the Production Manager.

### **RESPONSIBILITIES**

*\*denotes an essential job function*

#### **50% Technical Coordination**

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\*Acts as technical contact for various production needs for events; works with clients to assess equipment needs; recommends labor requirements to the Production Manager and advances information needed for successful productions.

\*Reviews tech riders and completes advance work for various events and evaluates the need for renting equipment; makes recommendations on specific crew numbers for electrical needs.

\*Responds to Production Manager and Event Manager requests to provide or interpret requirement information for events.

\*Works various events, from large to small productions, as required.

\*Works with touring Production staff.

\*Keeps current on industry trends in systems and best practices to accommodate the needs and requirements of visiting artists.

\*Acts as lead production contact and represents Cal Performances, as designated.

\*Attends Operations departmental meetings and Production meetings as required.

### **30% Staff Coordination**

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\*Provides technical information and advice to Director, General Manager, Production Manager, and Event Managers, as requested.

\*Works with Production Manager to assign crew for calls; assists with labor summary report for events, as requested.

\*Assigns work to Scene Technicians.

\*Acts as on-site leader for work and event calls, delegating work to Scene Technicians or work teams.

\*Works in collaboration with touring technicians, designers or artists at event calls.

\*Makes adjustments to work calls during load-ins, rehearsals, performances and load-outs. Helps to organize meal breaks on show days.

\*Actively participates in training, coaching, directing, and disciplining crew as needed in coordination with the Production Manager, and stage leaders.

\*Assists Production Manager in the recruitment, hiring, and performance management of Scene Technicians.

\*Maintains safe working environment. Advises Production Manager to possible risks or hazards.

### **20% Equipment/Facilities Maintenance**

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\*Responsible for the maintenance and proper use of equipment owned or rented by Cal Performances. Maintains all stage lighting equipment including dimming system, fixtures, storage areas, and work spaces.

\*Develops and solicits competitive bids for vendor services for select events, and for equipment purchase or capital projects. Makes recommendations for purchases to the Production Manager.

\*Maintains equipment inventory and plans for equipment replacement purchases.

\*Troubleshoots systems.

\*Collaborates with Production Manager, Master Carpenter and Audio Engineer in the preparation of an overall maintenance plan.

\*Performs maintenance projects as assigned by Production Manager and schedules crew for maintenance calls.

\*Identifies and advises Production Manager in both short-term and long-term capital improvement needs.

### **Required Qualifications**

- Minimum of 5 years of professional lighting experience in technical theatre and production.
- Extensive technical knowledge of lighting consoles.
- Extensive experience with lighting for performing arts (theatre, dance and music) events.
- Strong knowledge and understanding of how various types of lighting are used to enhance the experience of a performance and used to benefit the artist performing.
- Solid working knowledge of sound, multi-media and rigging.
- Strong leadership skills overseeing union, non-union, and student crews. Experience with training, scheduling, supervising and employee performance management.
- Positive, approachable attitude; open mindedness and objectivity; and willingness to collaborate.
- Excellent communication and interpersonal skills to successfully interact with a diverse constituency and ability to work with people with varied skill levels.
- Strong customer service skills and professional manner to successfully build and maintain positive customer relations and provide quality service.
- Excellent organizational and time management skills with the ability to independently follow through to successful completion of projects.
- Able to multi-task and distribute efforts appropriately among tasks, manage competing deadlines, handle frequent interruptions and maintain a high level of productivity.
- Able to quickly and easily adapt to changing situations and priorities in a calm and professional manner.
- Able to work under pressure of deadlines in a fast paced environment.
- Good computer skills.
- Able to work long hours, overtime, nights, weekends and holidays.
- Ability to move items weighing up to 100lbs.
- Ability to work at heights, around moving machinery, and with exposure to noise, vibration, dust, and drafts.

### **Preferred Qualifications**

- Bachelors degree in related area or equivalent experience.
- Completion of the Entertainment Technician Certification Program (ETCP), desired.
- Appreciation for wide variety of performing arts including; dance, music and theatre.
- Experience as a touring Master Electrician.