

# Head Electrician

## Job Description

**Department:** Cal Performances

**Classification:** Theatrical Production Supervisor 2

**Title Code:** 006141 Exempt

**Percent Time:** 100 %

**Supervisor's Title:** Director of Production

**Personnel Program:** Personnel Policy for Staff Members (PPSM)

## Introduction

The mission of Cal Performances is to produce and present performances of the highest artistic quality, enhanced by programs that explore compelling intersections of education and 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 production Department oversees approximately 150 technically complex and multi discipline events annually.

The Head Electrician is a member of the stage leadership team, which includes the Director of Production, Head Carpenter (the primary stage lead) and the Audio Department Head. Provides direct supervision to 12 career professional and technical staff and up to 40 part time staff. Functions as advisor to unit and administration. Analyzes and resolves problems, interprets policies. The Head 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: planning and execution of production based lighting and electrical needs, venue lighting and electrical management, vendor coordination, equipment and facility maintenance, and department liaison. The Head Electrician reports to the Director of Production 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 Head Carpenter.

## Responsibilities

Duties include but are not limited to:

### [40 %] Technical Coordination

- Use sound principles of lighting design to light live performances appropriately to the genre and to the satisfaction of the artist, event sponsor, Director of Production or designate.
- Acts as technical contact for various production needs for events; works with clients to assess equipment needs; recommends labor requirements to the Production Admin 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 Director of Production and Event Manager requests to provide or interpret requirement information for events.
- Works various events, from large to small productions, as required. Approximately 150 events per year.
- 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, Production, Staff, and Labor/Management meetings as required.

### [40 %] Supervision of Scene Technicians ( 12 Fulltime and up to 40 Part Time)

- Independently supervises subordinate staff in execution, construction, and installation of theatrical

production elements in multiple production areas (lights, sound, video, properties, scenery, scenic treatment, etc.) from design and design specification provided by theatrical designers.

- Determines construction techniques and details of construction / installation. Attends technical / dress rehearsals and consult with directors / designers regarding notes, changes, and / or additions. Administers budgets for areas of supervision, ensuring that expenditures are within agreed upon budgetary limits. Maintains shop facilities and equipment and coordinates with senior managers regarding theater facilities and property maintenance. Recommends and approves expenditures for equipment; advises on planning of major alterations of existing facilities or development of new facilities.
- Works with Director of Production to assign crew for calls; assists with labor summary report for events, as requested.
- Ensures subordinate staff accurately and actively participates in timekeeping systems. Including Caltime and paper sign-in sheets. Records staff attendance and punctuality.
- Provides technical information and advice to Director, Deputy Executive Director, Director of Production, and Event Managers, as requested
- 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 and maintain required break periods per UPTC contract.
- Actively participates in training, coaching, directing, and disciplining crew as needed in coordination with the Director of Production, and stage leaders.
- Assists Director of Production in the recruitment, hiring, and performance management of Scene Technicians.
- Maintains a safe working environment. Advises Director of Production of possible risks or hazards.

#### **[20 %] Equipment/Facility Maintenance**

- 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 workspaces.
- Develops and solicits competitive bids for vendor services for select events, and for equipment purchase or capital projects. Makes recommendations for purchases to the Director of Production.
- Maintains equipment inventory and plans for equipment replacement purchases.
- Troubleshoots systems.
- Collaborates with the Director of Production, Head Carpenter and Audio Engineer in the preparation of an overall maintenance plan.
- Performs maintenance projects as assigned by the Director of Production and schedules crew for maintenance calls.
- Identifies and advises the Director of Production on both short-term and long-term capital improvement needs.

### **Skills, Knowledge & Abilities**

#### **Required Qualifications**

- Mastery level knowledge in multiple technical theater production areas such as lighting, sound, video, costumes, hair / make-up, properties, scenery, scenic treatment, etc. Minimum of 5 years of professional lighting and electrics experience in technical theater and production.
- Extensive technical knowledge of lighting consoles.
- Extensive experience with lighting for performing arts (theater, 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.
- Excellent computer skills as required to maintain a modern lighting network, produce and edit lighting plots, and paperwork.
- Solid working knowledge of sound, multi-media, and rigging.
- Strong leadership skills and previous supervisor experience in overseeing union crews. Experience with training, scheduling, supervising and employee performance management. Strong working knowledge of University and collective bargaining policies, practices, rules, regulations, etc., including safety rules and regulations.
- Strong knowledge / skills in all aspects of financial and personnel administration.

- 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 professionalism to successfully build and maintain positive customer relations and provide quality service. Strong problem recognition / avoidance / resolution skills.
- 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 long hours, overtime, nights, weekends and holidays.
- Ability to move items weighing up to 50lbs.
- Ability to work at heights, around moving machinery, and with exposure to noise, vibration, dust, and drafts.

**Preferred Qualifications**

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