

Actors Theatre of Louisville
Posted August, 2017

Position: **Electrics Shop Manager (Seasonal)**
Reports To: **Lighting Supervisor**
Department: **Lighting**
FLSA: **Non-Exempt**
Start Date: **10/3/2017**
End Date: **5/6/2018**

About Actors Theatre of Louisville:

Actors Theatre of Louisville, the Tony-Award winning State Theatre of Kentucky, seeks qualified and passionate applicants for the position of Electrics Shop Manager (Seasonal).

Under the leadership of Artistic Director Les Waters and Managing Director Kevin E. Moore, Actors Theatre serves to unlock human potential, build community and enrich quality of life by engaging people in theatre that reflects the wonder and complexity of our time.

Actors Theatre presents almost 350 performances annually across three theatres and delivers a broad range of programming impacting local and national audiences with a particular focus on new play development influencing the field of American theatre. Programs include classical repertory and contemporary work through the Brown-Forman Series, holiday favorites cherished as annual traditions, the Humana Festival of New American Plays influencing the canon of American theatre, an Education program where students see and make plays, and a theatre training program, the Professional Training Company.

Actors Theatre seeks to create brave space where it is safe to be who you are and diverse identities, ideas, cultures and opinions are cultivated because we believe the diversity of our community is a defining strength. We are committed to diversity in all areas of our work, including the plays we produce, casting, marketing and community engagement efforts, education programs, recruitment of staff and volunteers, and the composition of the Board of Directors. People of color and members of underrepresented communities are invited and encouraged to apply.

It is the philosophy of the Lighting Department at Actors Theatre of Louisville to work as a tight-knit team. As such, it is the expectation that all staff members be willing and able to work on all projects regardless of size or scope whenever requested. This includes frequent requests to work outside your assigned area within the department to support work in other areas.

Summary of Position:

Electrics Shop Manager is an integral part of our team of theatre electricians. The role's primary responsibility is assisting in the load-in and operation of theatrical lighting and atmospheric equipment for all productions and events produced at or by Actors Theatre. The Electrics Shop Manager is also responsible for the maintenance and repair of equipment, the upkeep of the physical shop space, as well as the stocking of all expendables as per established policies.

The Essential Functions include, but are not limited to:

Essential Functions:

- Function as an “Electrician” on all productions and events produced at or by Actors Theatre. This includes, but is not limited to, shop prep, color and template prep, practical wiring, hanging/striking lighting fixtures, running/striking cable, installing/striking intelligent equipment, installing/striking atmospherics, focusing lighting fixtures, and participating in notes calls during technical rehearsals. These duties represent significant manual labor.
- Enforcing regulations for and maintaining the organization of all Electrics Shop work under the direction of the Lighting Supervisor.
- Repair and/or supervise the repair of all theatrical lighting equipment, accessories, and tools under the direction of the Lighting Supervisor.
- Perform routine maintenance and/or supervise the maintenance of all theatrical lighting equipment, accessories, and tools under the direction of the Lighting Supervisor.
- Organize and/or supervise the organization of assigned equipment, accessories, and tools under the direction of the Lighting Supervisor.
- Assist in keeping accurate logs, databases, and paperwork as directed by the Lighting Supervisor.
- Perform assigned maintenance and stocking procedures.
- Function as a “Master Electrician” on assigned productions and remounts produced at or by Actors Theatre. This includes, but is not limited to, communicating with the Guest Lighting Designer, reviewing design requirements, pricing out the design, securing equipment and expendables within an assigned budget structure, planning the electrical and structural soundness of the installation, producing load-in and running paperwork within the style guidelines of the department, planning and running all work calls associated with the assigned production, calling focus, providing support during technical rehearsals, attending production meetings, and providing feedback upon the conclusion of the process.
- Build and load pyrotechnic effects as an ATFE Type 19 Employee Possessor under the direction of the Lighting Supervisor, an ATFE Type 19 License Holder.
- Provide feedback for employee evaluations.

- Attend Weekly Lighting Staff Meetings.
- Carry out other duties and responsibilities that may be assigned by direct supervisor or management.

Knowledge, Skills and Abilities:

- Advanced Knowledge of wiring and electronics, atmospherics, theatrical rigging, intelligent fixtures, and lighting networks.
- Advanced Skill with the repair and maintenance of lighting equipment and accessories.
- Advanced Skill with ETC Eos and ETC Express.
- Skill with Microsoft Office 2010 or higher including Word, Excel, and Access.
- Skill with Lightwright 6 and Vectorworks 2017 or higher.
- Strong interpersonal skills and attention to detail.
- Ability to follow and establish organizational structures and workflows.
- Ability to work independently and be self-motivated.
- Ability to solve problems independently.
- Ability to work with grace under pressure of multiple deadlines.
- Ability to seek out opportunities to support colleagues while ensuring completion of own work duties.
- Ability to lift, carry, push, pull, and reposition large objects weighing up to 50 pounds.
- Ability to work at heights of 40 feet.
- Ability to squat, crawl, walk, crouch, and kneel.
- Ability to unite and collaborate with staff, stakeholders, community leaders and vendors.

Minimum Qualifications:

- Some education, including vocational qualification and training courses or college degree in a related field.
- At least two (2) years of professional experience in theatrical lighting or related field.
- Meets the qualifications for Employee Possessor on a Federal Type 19 ATFE Explosives License.
- Work flexible schedule including overtime, early mornings, evenings and weekends.
- Creative and pleasant personality who enjoys working with a team in a fast-paced environment.

Preferred Qualifications:

- College degree with a theatre emphasis (lighting preferred).

- Experience with equipment diagnostics and repair.
- Experience as a Master Electrician in a professional setting.
- Ideal candidate will have experience or skill in one of the following areas: Networking, Vari*Lite Service, Coemar Service, Electrical Engineering, Computer Programming, or Component Electronics.

Compensation:

\$615.00 per week.

The range of benefits includes medical and dental insurance, long-term and short-term disability insurance, paid time off and, a 403(b) retirement plan.

To Apply:

Applicants for this position should email resume, cover letter and (3) Professional references to:

Jason E. Weber, Lighting Supervisor

Email: jweber@actorstheatre.org

cc: Marie Tull, Human Resources Manager

mtull@actorstheatre.org

No phone calls please.

Actors Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.