

# Washington Pavilion Management, Inc.

Head Electrician ver 8.25.14

## I. **Basic Function**

- Serve as the facility's leader in the field of entertainment lighting and power distribution.
- Assist in the supervision, scheduling, and coordination of house crews.
- Assist in the repair and maintenance of theater equipment and facilities.
- Assist in the preparation of performance and support spaces for incoming events.
- Provide labor support for events from load-in through load-out, and restoration of the spaces to their pre-event state.

## II. **Organizational Relationship**

1. Responsible to the Washington Pavilion Management, Inc. Production Manager.
2. Responsible for direct supervision of part-time stagehands as assigned by Production Manager.

## III. **Specific Duties and Responsibilities**

### A. **Space Preparation**

1. Lead preparation, set-up, execution, and strike of all lighting and power distribution elements for both event and non-event related activities.
2. Assist, and occasionally lead, the preparation, set-up, execution, and strike of other production related elements including, but not limited to, audio, video, staging, rigging, etc.
3. Assist in the preparation of any required support spaces.

### B. **Event Support**

1. Ensure that all lighting and power distribution elements required are placed properly and working correctly.
2. Ensure that all production elements are operating in a safe and industry accepted manner.
3. Provide advice and feedback to touring electrician personnel to achieve premium visual quality of all lighting elements for all events.
4. Lead the load-in, rigging, set up, execution, tear down, and load-out of lighting and power distribution equipment in a safe and efficient manner.
5. Assist, and occasionally lead, the load-in, rigging, set up, execution, tear down, and load-out of other production elements.
6. Supply running crew support for any and all departments as required.

### C. **Restoration**

1. Assist in restoring performance and support spaces to their pre-event configurations.
2. Report any equipment problem, or failures to the Production Manager.

### D. **Other**

1. Provide education and training for Part Time Stagehands in the field of entertainment lighting and power distribution in accordance with WPMI technical policies and standard industry practices.
2. Maintain, repair, and clean all lighting and power distribution equipment owned by WPMI.
3. Perform other duties as assigned by Production Manager.
4. Represent Washington Pavilion Management, Inc. in a positive, professional manner.
5. Assist in preparation of various front-of-house and other non-performance events (including receptions, meetings, and other activities).

### E. **Qualifications**

1. Minimum 3 years of professional experience in the field of entertainment lighting and power distribution.
2. Must have a strong knowledge of common lighting and power distribution equipment, practices, and techniques.
3. Moving light and LED programming preferred.
4. Knowledge of general technical theatre and entertainment industry practices.
5. Willingness to learn techniques and procedures is essential.
6. Ability to work long hours when needed.
7. Must have and maintain a positive attitude, tolerance of diversity, and respect for coworkers, and artists (professional or amateur).