

GEFFEN PLAYHOUSE

TITLE: Production Electrician

STATUS: Full Time - Yearly / Regular / Non-Exempt

DEPARTMENT: Production

REPORTS TO: Lighting & Projection Supervisor

SUPERVISES: Over hire lighting crew, spot-light operators, and swing lighting board operators.

SCHEDULE: Full time; Overtime, evenings and weekends will be required

SALARY: DOE + Benefits

SUMMARY

The Production Electrician is responsible for operating and maintaining lighting and projection equipment for all Geffen Playhouse productions, while helping to ensure timely and accurate completion of load in and tech.

PRIMARY RESPONSIBILITIES

During Pre-Production and Load In

- Assist the Lighting & Projection Supervisor with the supervision of over-hire lighting crews.
- Help ensure timely and accurate completion of lighting and projection load in.
- Maintain accurate lighting paperwork, including Lightwright files and plots.
- Setup and patch lighting consoles
- Check and inventory incoming rental packages

During Tech and Show Run:

- Program and operate lighting console
- Complete tech notes as needed
- Supervise spot-light operators and additional lighting crew, if any
- Operate projection systems when needed
- Maintain the integrity of lighting and projection systems throughout the performance by making repairs as necessary
- Be in attendance at all understudy rehearsals requiring technical support
- Report all performance notes including all repair, maintenance, and alterations to stage management on a daily basis
- Maintain a clean, orderly, safe, and professional workspace during production runs
- Notify Lighting & Projection Supervisor of any expendables that need to be restocked, or equipment that needs to be replaced
- Be in attendance for all student matinees

Load Out and Strike:

- Assist Lighting & Projection Supervisor with supervision of over-hire crew
- Ensure rental equipment gets returned properly
- Maintain and organize storage areas

General

- Represent Geffen Playhouse's best interests with guest are using the facilities
- Check email daily to check on changes in calls, show reports, and notes
- Entrusted with petty cash and company credit cards. Responsible for tracking expenditures in a timely fashion
- Attend production meetings and all staff meetings
- Perform routine lighting maintenance
- Other duties as assigned

SECONDARY RESPONSIBILITIES

The Geffen Playhouse provides a dynamic working environment in which duties and responsibilities may change. Employees are expected to be flexible with and adhere to Geffen Playhouse's personal policies and procedures.

KNOWLEDGE AND ESSENTIAL SKILLS

- Very strong organizational and time management skills on multiples projects happening simultaneously.
- Ability to work independently, exercising judgment and discretion while demonstrating initiative in the performance of all job duties
- Ability to maintain effective and professional communication with internal and external contacts though phone calls, faxes, emails and face to face meetings
- Proficient with ETC lighting consoles
- Proficient with Vectorworks and Lightwright software
- Familiar with current lighting technologies and fixtures
- Proficient in theatrical rigging
- Must read scale drawings
- Must be comfortable working from scissor lifts and aerial work platforms at heights up to 30 ft
- Must have a strong understanding of the troubleshooting process

MINIMUM REQUIREMENTS

- Theatrical background and understanding of the theatrical process
- Ability to multi-task and work with deadlines. Must have ability to plan projects and work independently
- Willingness and physical ability to work 40 hours or more per week on flexible schedule

- Ability to frequently lift carry or otherwise move and position objects up to 50 pounds
- Must be able to work on ladders and in hard to reach places
- Must be able to stand stool bend kneel reach climb and work in tiring and uncomfortable positions to perform tasks.
- Ability to sit in workstation, type, and work with a computer for extended periods of time
- Ability to remain calm and productive in intense work situations demonstrating good “people skills” and a sense of humor

COMPENSATION

This position is non-exempt and is subject to overtime. A competitive salary commensurate with qualifications and experience. Excellent benefits package offered, including medical, dental, vision insurance, vacation pay, paid sick leave, personal days, and 401(k) retirement program.

APPLICATION PROCESS

To apply, please submit a cover letter and resume in .pdf or .doc format at www.geffenplayhouse.org/apply. No phone calls, please.

Geffen Playhouse provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Geffen Playhouse complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Geffen Playhouse expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Geffen Playhouse’s employees to perform their job duties may result in discipline up to and including discharge.