

Milwaukee Ballet

Head Electrician Job Description

Department:	Production & Artistic
Position Title:	Head Electrician
Reports to:	Head Carpenter
Classification:	Seasonal Weekly Contract – Salaried, Exempt
Location:	Milwaukee, Wisconsin

Scope: The Head Electrician oversees and coordinates all matters related to all theatrical lighting and electrical needs for the Milwaukee Ballet.

Responsibilities

- Create and archive appropriate technical paperwork for all Milwaukee Ballet productions, including technical detail drawings, Light Plots, Section Plans, Shop Orders, Lightwright, Cue Sheets, etc.
- Responsible for thoroughly preparing ("prep") of each main stage production to maximize efficiency in the theater
- Responsible for all technical performance logistics for the electric department
- Responsible for working with the Head Carpenter on creating a detailed Production Schedule and keeping the electric department in the theater on schedule and on track to maintain the schedule
- Actively provide practical support to the creative team for all productions to realize design on schedule within budget parameters
- Actively participate in theater rehearsal and performances from the backstage and the FOH to maintain the highest technical standards possible
- Coordinate with the Head Carpenter on equipment rentals and logistics for the electric department
- Direct and supervise electric department and labor (Theater, Warehouse, Shop)
- Work with and manage IATSE crews and understand IATSE contracts
- Create and maintain a detailed warehouse inventory
- Participate in discussions regarding a multi - year plan to maintain, grow, and replace the current electrical inventory
- Oversee the maintenance of electric shop, electrical & lighting inventories with all required documentation
- Assist the Head Carpenter with the development and implementation of the electrics budget
- Assist the Head Carpenter by providing cost analysis for new productions / projects
- Assist the Head Carpenter in bidding projects beyond the scope of Milwaukee Ballet's Electric Shop to outside shops
- Actively provide support for the operations of rehearsals, special events and additional company functions
- Attend periodic rehearsals in the studios to stay informed about each production
- Attend production meetings, as required by the Operations Manager
- All other duties as assigned

Qualifications, Education and Experience

- Head Electrician / Production Electrician experience required
- Touring experience preferred
- Knowledge of current lighting technology – moving lights, wireless systems, dimming, and power distribution, etc.
- Budget development and management, both expense and capital
- Exceptional collaborative attitude
- Online and offline research experience
- Knowledge and understanding of collective bargaining agreements
- Proficient computer skills in: Lightwright, AutoCAD, , Excel, Word, Outlook, etc.

Ability to:

- Organize and communicate information clearly, both verbally and in writing
- Work in a detail oriented manner, be resourceful and flexible, and be able to handle multiple tasks simultaneously
- Effective Problem Solving / Troubleshooting
- Face demanding situations with tenacity and sensitivity
- Work independently and as part of team
- Travel as required
- Work irregular hours and weekend shifts as required
- Lift / carry heavy loads (up to 50lbs.) and stand for extended periods required