

Job Description Artists Repertory Theatre

Job Title: Master Electrician

Reports To: Production Manager

FLSA Status: Half-time; non-exempt

The Master Electrician manages, implements and maintains all aspects of the lighting department for productions and rentals. This includes, ordering materials, hiring and supervising electricians, and maintaining the lighting budgets for productions and seasonal lighting expenses.

Key responsibilities as Master Electrician include:

- In collaboration with the technical director, scenic charge artist, and sound tech create priorities and a schedule for the build/load in.
- Communicate with the lighting designer to ensure a faithful interpretation of the design.
- Attend all production meetings for all Artists Rep productions.
- Oversee scheduling, deadlines, staffing and budgeting all aspects of the lighting department.
- Manage and oversee a clean, tidy and safe work environment.
- Evaluate, suggest and implement improvements to the work-flow and environment Artists Repertory Theatre is creating for staff, artists and patrons.

Duties (including but not limited to):

Budget Management:

- Manage the Lighting budget for all Artists Rep productions and other productions Artists Rep is commissioned to implement.
- Work with staff to pre-budget materials/labor costs for productions in the preliminary design phase.

Staffing:

- Hire crew as needed for productions
- Supervise staff.
 - communicate the stylistic needs of the design to all members of the staff
 - Delegate projects based on the experience, strengths, and skill level of each electrician, sound tech, operations staff or projection tech, and the priorities of the production
 - Ensure staff is efficient and tidy with their work

Purchasing:

- Arrange for purchase of all lighting materials and equipment.

Planning/Scheduling:

- Work with the production staff to create a build/load-in plan for all productions.
- Complete or provide for completion of lighting tech notes before the photo dress rehearsal

- If any notes cannot be reasonably completed in the allotted time, Master Electrician must consult with the production manager and lighting designer to reach a reasonable compromise.
- Work with outside renters to create an efficient plan to implement all the technical elements of an event.

Administrative:

- Attend all Artists Repertory staff meetings, production meetings, and special strategic planning meetings as needed.
- Maintain product supply catalogs
- Maintain tools and track stocks of materials and lighting gear
- Maintain a clean, tidy and safe work environment (kitchen, office, shops, rehearsal rooms, etc.)
- Observe/provide feedback on job performance.

Technical:

- Order materials for approval by the lighting designer.
- Maintain quality and complete notes during tech and the run of each production.

Qualifications

- Theatre Bachelor's degree or 3 years professional experience in theatre lighting.
- Previous Master Electrician Experience required
- Lighting and electronics experience required
- Experience managing a staff
- Experience managing a production budget.
- Attention to detail, including a high degree of accuracy and efficiency.
- Ability to communicate effectively in a collaborative setting.
- Commitment to ART's diversity, equity, and inclusion goals.
- Evening and weekend hours sometimes required

Benefits:

Flexible schedule
 100 hours of paid time off
 Paid holidays - prorated to 4 hours off each company holiday
 Positive, fun environment; bring your dog to work

Hourly Wage

- \$17/hour

To Apply

Please submit the following:

- Cover letter
- Résumé
- Three (3) references

Submissions should be emailed to masterelecsearch@artistsrep.org with MASTER ELEC. SEARCH in the subject line. No phone calls, please. We will be reviewing materials as they come in and hope to have the position filled by August 1.

Artists Repertory Theatre is committed to fostering a diverse, equitable, and inclusive workplace. The position will remain open until a diverse list of qualified candidates has been assembled.

Artists Repertory Theatre does not discriminate in its hiring and employment practices against any applicant because of race, color, creed, age, national origin, religion, political affiliation, marital status, disability, sexual orientation, gender identification, or any other basis protected by local, state, or federal law.

About Artists Repertory Theatre

Artists Repertory Theatre's mission is to produce intimate, provocative theatre and provide a home for artists and audiences to take creative risks. Artists Rep is Portland's premiere mid-size regional theatre company, and is led by Artistic Director Dámaso Rodríguez and Managing Director J.S. May. Founded in 1982, Artists Repertory Theatre is the longest-running professional theatre company in Portland. Artists Rep became the 72nd member of the League of Resident Theatres (LORT) in 2016 and is an Associate Member of the National New Play Network (NNPN).

Artists Rep's 2019/20 season of ART on Tour can be found [here](#).

Artists Rep has become a significant presence in American regional theatre with a legacy of world, national, and regional premieres of provocative new work with the highest standards of stagecraft. The organization is committed to local artists and features a company of Resident Artists, professionals of varied theatre disciplines, who are a driving force behind Artists Rep's creative output and identity.

RESIDENT ARTISTS – Artists Rep productions feature the work of a core group of multidisciplinary theatre professionals. Hailing from around the country, our Resident Artists are nationally-renowned and award-winning actors, directors, writers, designers, and educators who have chosen to make Portland and Artists Rep their artistic home. Working together and independently, they create inventive and theatrically rich experiences for our audiences while playing a major role in defining Portland's cultural landscape.

TABLE|ROOM|STAGE – Established in 2015, Table|Room|Stage (T|R|S) is Artists Rep's new play program that offers development opportunities for local and national playwrights, and ensures that underrepresented voices are heard on stage. This program strives to make a meaningful impact on diversity, equity, and inclusion in the theatre field by mandating opportunities for women writers and writers of color, and cultivating the next generation of theatre-goers. Artists Rep is committed to bringing the exciting work of women, transgender, non-binary writers, and writers of color to its stages with this program. Artists Rep's first completed T|R|S commission was *The Talented Ones*, by Yussef El Guindi (2017), followed by *The Thanksgiving Play*, by Larissa FastHorse (Sicangu Lakota), which premiered at Artists Rep in April 2018. T|R|S commission *Wolf Play* by Hansol Jung premiered in March, 2019, and Artists Rep's upcoming 2019/20 season will include T|R|S commission *Looking for Tiger Lily* by Anthony Hudson in May, 2020. Current playwright commissions include: Linda Alper, Larissa FastHorse, Hansol Jung, Dael Orlandersmith, Steve Rathje, Andrea Stolowitz, and Anthony Hudson, with other developing work with playwright Susannah Mars. To learn more about all the projects, playwrights, and programs of T|R|S, visit [here](#).

ARTSHUB – Artists Rep is also home to the ArtsHub, where a diverse range of artists and arts organizations find a home and thrive with access to affordable administrative, performance, and rehearsal space, as well as myriad support services. The ArtsHub serves as a community arts center, where performance venues and lobbies buzz with creative energy and Portland’s arts-loving audiences gather. Over the past year, Artists Rep hosted 324 rehearsals and more than 600 performances, events, and other happenings by 51 groups. To learn about the arts organizations of Artists Rep’s ArtsHub visit [here](#).