

**DUTIES AND RESPONSIBILITIES / MASTER ELECTRICIAN**

The Master Electrician (ME) is responsible for serving as the contact person for all lighting and electrical related issues and requirements on a specific production. S/he is responsible for the inventory, maintenance and storage of new and existing lighting instruments and equipment during his/her assignment.

The Master Electrician:

- Reports to Gordon Rice
- Works closely with Production Lighting Designer and the Technical Director
- Works in conjunction with the student Assistant Master Electrician
- Works closely with Stage Management and trains the Board Ops
- Part of Plays in Performance (ENG 292/3/4/5) or Technical (or Advanced Technical) Theatre (ENG 170/1 or 270/1) or as an Internship/Independent Study (ENG 391 or 394)
- Must attend all preparatory sessions, introductory & follow-up sessions
- Must attend Production Meetings

The Master Electrician:

1. Will ensure that the light and cable inventories are accurate and up to date at the start of the production process.
2. Provides all necessary paperwork, plots, budgets, inventory and all other tech specs to the Lighting Designer.
3. Will provide and review all paperwork, plots and tech requirements received *from* the Lighting Designer with the Todd Theatre Production Manager and Technical Director.
4. Will be responsible for the training and documentation of the electricians crew in the safe and efficient use of the lighting equipment and tools for Todd Theatre. This includes the safe and efficient use of ladders, scaffolds, circuits, dimmers, consoles, tools, lighting instruments and cables.
5. Will be present and supervise all Light Hangs and Focus, Dimmer Checks and Strike sessions for the production.
6. Is responsible for the daily hanging, cabling, troubleshooting and repair of the lighting and electrical equipment and requirements during the entire production process.
7. Will be responsible for providing adequate running lights in the backstage areas and for Rehearsal Lights as needed.
8. Will (with approval from the Production Manager) be responsible for the purchasing (including lamps) and rental of any additional equipment that may be necessary for the production. This includes the pick-up and return/storage of the equipment.
9. Will be responsible for all Special Effects machines and expendables for the production.
10. Will be responsible for supervising a safe and efficient Strike of all Lighting and Electrical equipment, and ensure that the Theatre and Storage areas are returned to a clean and organized condition following the production.
11. Will update the lighting and cable inventories at the end of each production.