

## **DUTIES AND RESPONSIBILITIES / HEAD ELECTRICIAN**

The Head Electrician (HE) is responsible for serving as the contact person for all lighting and electrical related issues and requirements on a specific production. They are responsible for the inventory, maintenance, and storage of new and existing lighting instruments and equipment during their assignment.

### **Training**

The Head Electrician:

- Enrolls in **(1)** of the following:
  - Technical Theatre (THTR121)
  - Advanced Technical Theatre (THTR221)
  - Internship/Independent Study (ENG 391 or 394)
- Must attend all preparatory sessions, introductory & follow-up sessions as available such as Weekly Production meetings, Meet & Greet, and Postmortems
- Must attend Friday lighting labs (for both shows in the semester).
- Sets and holds weekly office hours (minimum 2 regular hours per week for production work).
- Completes all required safety trainings.

### **Crew Leadership**

The Head Electrician:

- Reports to the Production Manager of the program.
- Works closely with the Production Lighting Designer and the Technical Director.
- Mentors and supervises the Assistant Head Electrician(s), including defining their explicit call schedule.
- Works closely with Stage Management and trains the Board Ops.
- Sends crew calls to assigned electrics crew members and AHE(s).
- Is the lead on communication with the Lighting Designer regarding all production needs.
- Assists in the training and documentation of the electrics crew in the safe and efficient use of lighting equipment and tools, including ladders, scaffolds, circuits, dimmers, consoles, tools, lighting instruments, and cables.

### **Production Involvement**

The Head Electrician:

1. Provides all necessary paperwork, plots, budgets, inventory, and all other tech specs to the Lighting Designer.
2. Tracks and reviews all paperwork, plots, and tech requirements received from the Lighting Designer with the URITP Production Manager, Technical Director, and other Department Heads.
3. Must be present to lead and supervise all Light Hangs, Focus sessions, Dimmer Checks, and Strike for the production.
4. Is responsible for the daily hanging, cabling, troubleshooting, and repair of lighting and electrical equipment during the entire production process.
5. Requests purchases and rentals for any additional equipment that may be necessary for the production. May assist with pick-up and return/storage of equipment.
6. Is responsible for all Special Effects machines and expendables for the production.
7. Sets and maintains tech and backstage systems as they relate to lighting such as run lights, cue lights, and Little Lites.
8. Conducts a safe and efficient Strike of all Lighting and Electrical equipment and ensures that the Theatre and storage areas are returned to a clean and organized condition following the production.

## **Documentation & Deliverables**

The Head Electrician:

1. Ensures that the lighting and cable inventories are accurate and up to date at the start of the production process.
2. Reviews all plot versions and provides feasibility updates. Generates plans for install and cabling beyond the Designer submissions.
3. Curates and submits a production archive for each production including:
  - Final (as hung) plots
  - Show files
  - Patch list
  - Run Sheets
  - Other: channel hookup, network/device arrangement, tech notes
4. Maintains and updates the HE Handbook.
5. Updates the lighting and cable inventories at the end of each production.