

Actors Theatre of Louisville
Posted May, 2019

Position: **Electrics Shop Coordinator (Seasonal)**
Reports To: **Lighting Supervisor**
Department: **Lighting**
FLSA: **Non-Exempt**
Start Date: **7/22/2019**
End Date: **5/10/2020**

About Actors Theatre of Louisville:

Actors Theatre of Louisville, the State Theatre of Kentucky and home of the Humana Festival of New American Plays, invites applications for the position of Electrics Shop Coordinator (Seasonal).

Actors Theatre seeks to create a truly brave space where diverse identities, ideas, cultures, and opinions are cultivated. Our core values are Equity, Diversity and Inclusion, Brave Curiosity, Listening and Sharing and Adaptability. Because of its conviction that the diversity of a community is its defining strength, Actors Theatre is committed to Equity, Diversity, and Inclusion in all areas of its work, including its community engagement efforts, productions, casting, education programs, recruitment of staff, students, apprentices, and volunteers, and the composition of the Board of Directors. We strongly encourage applications from women, persons of color, LGBTQ individuals, and others who demonstrate a commitment to equity and social justice. Actors Theatre's mission is to unlock human potential, build community and enrich quality of life by engaging people in theater that reflects the wonder and complexity of our time. Actors' vision is to be a leading arts organization locally and nationally, serving as a catalyst for creativity, innovation, inspiration and education in our community and field.

It is the philosophy of the Lighting Department at Actors Theatre of Louisville to work as a tight-knit team. As such, it is the expectation that all staff members be willing and able to work on all projects regardless of size or scope when requested. This includes frequent requests to work outside your assigned area within the department to support work in other areas.

Summary of Position:

The Electrics Shop Coordinator is an integral part of our team of theatre electricians. The role's primary responsibility is assisting in the load-in and operation of theatrical lighting and atmospheric equipment for all productions and events produced at or by Actors Theatre. The Electrics Shop Coordinator is responsible for facilitating the use of the Electrics Shop and facilitating the repair and maintenance of equipment.

The Essential Functions include, but are not limited to, the following:

Essential Functions:

- Function as an “Electrician” on all productions and events produced at or by Actors Theatre. This includes, but is not limited to, shop prep, color and template prep, practical wiring, hanging/striking lighting fixtures, running/striking cable, installing/striking intelligent equipment, installing/striking atmospherics, focusing lighting fixtures, and participating in notes calls during technical rehearsals. These duties represent significant manual labor.
- Facilitate the use of the Electrics Shop by keeping the space clean, stocked, and organized as directed by the Lighting Supervisor.
- Facilitate the repair and maintenance of theatrical lighting and atmospheric equipment, accessories, tools, and ladders as directed by the Lighting Supervisor with the assistance of staff Lighting Technicians.
- Assist in keeping accurate logs, databases, and paperwork as directed by the Lighting Supervisor.
- Perform monthly expendable counts and weekly tool and ladder checks.
- Assist in the evaluation of issues submitted in Technician Reports.
- Follow and enforce department policies and standards.
- Complete special projects as assigned. These could include, but are not limited to, venue and shop improvements, large organizational or cleaning tasks, or production-specific wiring projects.
- Runs shows as a substitute Light Board Operator when needed.
- Build and load pyrotechnic effects as an ATFE Type 19 Employee Possessor under the direction of the Lighting Supervisor, an ATFE Type 19 License Holder.
- Attend Weekly Lighting Staff Meetings.
- Carry out other duties and responsibilities that may be assigned by direct supervisor or management.

Knowledge, Skills and Abilities:

- Advanced Knowledge of wiring and electronics, atmospherics, theatrical rigging, intelligent fixtures, and lighting networks.
- Advanced Skill with the repair and maintenance of lighting and atmospheric equipment and accessories.
- Advanced Skill with ETC Eos Family Consoles and ETCNet.
- Skill with Microsoft Office 2010 or higher including Word, Excel, and Access.
- Skill with organization and logistics.
- Ability to read and understand lighting drawings and paperwork.
- Ability to interpret technical drawings and manuals.
- Strong interpersonal skills and attention to detail.
- Ability to be self-motivated.
- Ability to work independently and be self-motivated.
- Ability to manage and prioritize short-term and long-term projects.
- Ability to troubleshoot and solve problems independently and efficiently.
- Ability to lift, carry, push, pull, and reposition large objects weighing up to 50 pounds either alone or with a team.
- Ability to work in harness at heights of 40 feet on truss, catwalks, ladders, or lifts.
- Ability to squat, crawl, walk, crouch, and kneel.
- Ability to work as a team member, understand workflows, and maintain a positive attitude in stressful situations.
- Ability to unite and collaborate with staff, stakeholders, community leaders and vendors.

Minimum Qualifications:

- At least two (2) years of professional experience in lighting for live events.
- Work flexible schedule including, overtime, evenings, and weekends.
- Creative and pleasant personality who enjoys working with a team in a fast-paced environment.

Preferred Qualifications:

- Experience as a shop/bench repair technician.
- Expert-level skill/certification with any of the following – ETC Eos Family Consoles, Computer Networking, Vari*Lite Service, Coemar Service, Electrical Engineering, Computer Programming, or Component Electronics.

Compensation:

Compensation is \$600.00/week. The range of benefits includes medical and dental insurance, long-term and short-term disability insurance, paid time off and, a 403(b) retirement plan.

To Apply:

Applicants for this position should email resume, cover letter and (3) professional references to:

Jason E. Weber, Lighting Supervisor
Email: jweber@actorstheatre.org

cc: Marie Tull, Human Resources Manager
mtull@actorstheatre.org

No phone calls please.

Actors Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.

Revised 5/8/19