

# THE ATLANTA OPERA

## Electrics/ A/V Head Job Description

### **FUNCTION**

Supervision of the load-in, set up, running and load out of all electric, special effects and visual equipment for all productions by The Atlanta Opera. Supervision of the electrics crew during all work calls, work with other department heads, supervisors, and/or designers in discussing the daily schedule and the use of the stage.

### **RESPONSIBILITIES:**

#### General Duties

#### Pre-Season

1. Work with the Lighting Supervisor to make sure hardware and perishables are in stock.
2. In conjunction with the Lighting Supervisor, make sure all Atlanta Opera equipment is cleaned and maintained each season.
3. Meet with Lighting Supervisor and other department heads to discuss:
  - Show schedules
  - Plans and plots
  - Key Assistant selection/hiring
  - Labor calls

#### **Season:**

##### ***Load in:***

1. Supervise electrics and A/V crew
2. Coordinate electricians with other departments
3. Arrange work calls and times for breaks with the Lighting Supervisor, call all electric breaks

##### ***Show preparation:***

1. Keep a full copy of all shift sheets, giving a full set to the Deck Electrician(s)
2. Supervise electrics/ A/V crew during all shifts. Discuss all shifts with the crew(s) before each shift.
3. Assist Lighting Supervisor with planning, organization, and execution of department goals.

##### ***Stage Rehearsals:***

1. Run cues and shifts with Production Stage Manager.
2. Make sure follow spot operators are trained on their equipment.

##### ***Performances:***

1. Supervise Pre-show check
2. Under the supervision of the Production Stage Manager cue electric deck crew when necessary.
3. Troubleshoot any problems and make any necessary repairs as required.
4. Run scene and intermission shifts for the electrics department.

***Strike:***

1. Supervise the strike of all lighting, effects, and visual equipment into trucks.
2. Supervise the restoration of the theatre when necessary.
3. Assist Lighting Supervisor in the documentation of all Atlanta Opera shows.

***Cobb Energy Performing Arts Center and other venues:***

1. Assist Lighting Supervisor in determining the number of trailers for the hauling of equipment for the production.
2. Supervise electric crew in the load in, set up, performance and strike.
3. Cooperate with venue staff.

**OTHER RESPONSIBILITIES**

1. Ensure the quality of the electric crew work
  - a) Educate the crew on the proper methods and techniques when necessary
  - b) Enforce Atlanta Opera work rules at all times
2. Assist The Atlanta Opera production staff when necessary.
3. Assist The Atlanta Opera support groups when required.
4. Attend production meetings when required.
5. Maintain equipment as required.
6. Other duties assigned within your field of expertise.

**SKILLS AND TRAINING REQUIRED**

1. Must have at least five (4) years' experience as a theatrical electrician with at least two (1) years Head Electrician experience with a major live performing arts organization. A BFA or BA in theatrical production is a plus.
2. A working knowledge of theatrical rigging is required
3. The ability to supervise large crews is required.
4. High organizational and personal skills required.
5. Comprehensive training in the stage operation of stationary and portable power tools, hand tools, stage rigging and equipment.
6. Understanding of the safe and healthful use and disposal of chemicals and other potential hazardous material.
7. Must be willing to become a Referral of I.A.T.S.E. 927, pay all required fees, and be in good standing for entirety of employment.

**PHYSICAL REQUIREMENTS**

1. Must be able to lift and carry 50 pounds.
2. Must be able to climb and work from a ladder and personal lift.
3. Must have the vision and dexterity to safely operate stationary and portable power tools, hand tools, stage rigging and equipment.

**DEPARTMENT:** Production

**REPORTS TO:** Lighting Supervisor/Associate Technical Director

**COMPENSATION:** Based on current I.A.T.S.E. 927 agreement.