

POSITION TITLE: Assistant Master Electrician - Studio
REPORTS TO: Lighting and Sound Supervisor

POSITION: Seasonal, hourly with consistent forecast work schedule. (Summer releases typically offered)

FUNCTION:

- Provide for the lighting, sound and electrical needs for productions and events housed in the Broadway Theatre Center (BTC) ensuring safety, timeliness, and efficiency in implementation.
- Assist the Lighting and Sound Supervisor in implementing and maintaining the administrative and production functions of the lighting and audio department.

RESPONSIBILITIES:

- Be responsible for all lighting and sound needs for Studio Theatre productions, including the testing, maintenance and upkeep of all lighting equipment, projectors, and sound equipment.
- Act as the BTC-Studio Theatre's principal Master Electrician/board operator for all productions and events as available/scheduled.
- Attend and participate in all final run-throughs, system tunings, level settings, technical rehearsals, previews, and performances on which the individual is serving as the board operator.
- Review light and sound plots with Lighting and Sound Supervisor to evaluate feasibility.
- Prepare and install equipment based on light plots and designer supplied specifications; including but not limited to tech table set-up, i.e. tables, headsets, and video monitors, god mic, etc.
- Collaborate to produce show-related lighting and sound paperwork. Maintain neat & accurate records of design execution for a given production. Make archival copies of all paperwork and sound effect media after a production has closed.
- Assist Lighting and Sound Supervisor in testing, maintaining, and general upkeep of all lighting, sound, communication, and video distribution equipment for BTC and SMT productions, events, and contracts.
- Serve as a member of stage crews for work calls, load-ins, strikes, and changeovers in Studio Theatre as well as Cabot Theatre.
- Adhere to the proper shut-down of all lighting, sound, special effects, stage equipment and other electrical appliances, assuring that the theatre is left in a safe, secure, and appropriately lit manner and that equipment is locked in a secure place.
- Attend all appropriate meetings as necessary, including but not limited to feasibility, production, notes, department, and staff meetings as requested.
- Other duties as assigned.

SKILLS AND TRAINING:

- A BA in theatre or comparable professional experience, with training in technical theatre including but not limited to basic stagecraft, electrics, theatrical rigging, video/projections, sound reinforcement and design.
- Working knowledge of a variety of lighting and sound equipment, methods, materials and techniques.
- Computer proficiency as it relates to current lighting and sound technology, preferably both Macintosh and Windows environments. Must be able to multi-task and prioritize work on varied projects, whether physical or administrative.
- Ability/willingness to collaborate and work as a team member, while maintaining a positive attitude with a diverse staff through strong verbal and written communication and organizational skills.

PHYSICAL REQUIREMENTS:

- Must be able to lift 75lbs, and able to climb and work from ladders.
- Must have the vision, hearing and dexterity to safely operate in a construction environment, operate hand and power tools, stage rigging and fine detailing work if necessary.
- This position has irregular hours with regular night and weekend responsibilities.

APPLY:

- Interested and qualified candidates should send a cover letter and resume to DJ Haugen, Director of Production & Facilities at either; 158 North Broadway, Milwaukee WI 53202, or DustinH@SkylightMusicTheatre.org.
- Skylight Music Theatre is an Equal Opportunity Employer, women and minorities are encouraged to apply.
- Please indicate in the cover letter how you heard about this position. **Phone inquiries welcome.**