

Position Description
Assistant Master Electrician
Seasonal/Non-Exempt position

The Opportunity

Cal Shakes is hiring an Assistant Master Electrician (AME), a valuable member of a creative and dynamic Production Department. The AME reports to the Master Electrician (ME) and the Production Manager (PM), and is charged primarily with assisting the ME with coordinating and planning electric requirements for the Theater's Main Stage season. The AME also offers occasional support as requested for projects in other departments at Cal Shakes. This is an exacting and rewarding position. We are looking for a person who likes to work outdoors, a team collaborator that aspires to be a part of the creation of great theater.

The Organization

Cal Shakes is an award-winning, nationally recognized regional theater, with offices in Berkeley, an outdoor main stage performance venue in Orinda, and community programs throughout the Bay Area. Cal Shakes expands access to and relevance of the arts by fostering a participatory culture among a diversity of audiences, artists, and learners throughout the Bay Area.

California Shakespeare Theater has an inclusive work environment and actively embraces a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.

Our Mission

Cal Shakes redefines the classical theater for the 21st Century, making works of extraordinary artistry that engage with our contemporary moment so we might learn about ourselves and each other in the fullness of our world.

Qualifications

You are an ideal candidate if you:

- Share with us a respect for diverse backgrounds and voices and a commitment to inclusion and equity
- Enjoy working in a diverse, creative, collaborative and fast-paced environment
- Have a minimum of two years management experience in theatrical electrics as an AME or ME.
- Have solid written and verbal communication skills
- Have effective team building skills, experience overseeing employees and a willingness to train interns
- Be proficient in Vectorworks and Lightwright
- Have experience and/or professional-level training with a variety of lighting equipment, including Colortran instruments, ETC products
- Have experience programming an ETC element
- Can work unsupervised and lead a crew of electricians
- Be comfortable working at heights (ladders, genie lifts, catwalks, and truss), and be able to lift 30 pounds over your head
- Have the ability to navigate smoothly through high pressure situations
- Have good time management and punctuality
- Previous outdoor theater experience preferred
- Have a valid driver's license. Own reliable transportation preferred.

Essential Duties and Responsibilities:

Fulfillment of these responsibilities is accomplished in the following ways:

Project Management of Lighting Install for 4 Mainstage shows:

- Assist in the hiring, training, and supervision of electricians crew. This includes recruiting available over-hire labor and cultivating relationships with artists and technicians with potentially beneficial skills.
- Assisting with the creation of a sound and cost-effective plan for electricians install and instructing electricians appropriately, including appropriate planning for weather conditions in our outdoor theater.
- Assisting with the coordination of load in, focus, and notes calls, prioritizing safe practices in an outdoor environment and in conjunction with the other production departments.
- Assisting with the purchasing of needed materials and supplies, and acquiring appropriate rental equipment. Maintaining information regarding vendor contacts, pricing and product availability.
- Communicating all Lighting department needs, activities, and resources to appropriate parties, including designers, directors, and Theater staff in a timely manner.
- Arrange transportation for crew as required.
- Attend production/tech meetings.

Maintenance and Administrative:

- Facilitating a safe environment for all employees and audience members in accordance with fire code, OSHA, union rules, company policy, etc.
- Ongoing responsibility to keep high morale, dedication to high quality and a sense of pride in the forefront of all technical crews and over-hire staff.
- Assisting with the maintenance of tools and equipment.
- Assisting the ME with season and show expense tracking.
- Providing technical support for other theater events and projects as requested.

Other tasks as assigned.

Special Environmental Factors:

- Theater is open-air with extended standing and walking on uneven surfaces.
- Work at the theater includes exposure to sunlight, and hot and cold weather for extended periods of time.
- Variable schedule requires evening and weekend hours during load-ins and technical rehearsals.

This position is available starting April 1, 2017 through October 15th. Cal Shakes is unable to provide local housing or travel assistance at this time.

Supervision: The Assistant Master Electrician reports to the Master Electrician and the Production Manager.

This is a Seasonal/Non-Exempt position. Salary range \$19 – \$23 per hour based on experience. Application deadline February 24, 2017.

Please submit cover letter and résumé to:

Jamila Cobham
Production Manager
California Shakespeare Theater
701 Heinz Avenue
Berkeley, CA 94710

Or email [jacobham@calshakes.org](mailto:jcobham@calshakes.org) (with "Assistant Master Electrician Search" in the subject header)