



Master Electrician

Lookingglass Theatre Company, a nationally recognized ensemble theatre company located in Chicago Illinois, seeks an experienced and enthusiastic Master Electrician.

General Job Description:

The Master Electrician is responsible for the safe installation and operation of electrical equipment for Lookingglass Theatre productions and facilities. The Master Electrician executes these duties while maintaining the artistic and budgetary directives of the Company. This position reports to the Production Manager.

Responsibilities:

- Maintain a safe and orderly work environment
- Prepare and manage the implementation of light plots for Lookingglass produced shows in the Water Tower Waterworks Theatre and offsite performance venues as needed
 - Communicate with lighting designers, Production Manager, rental houses, and other suppliers to fit the lighting design into the given budget
 - Hire electricians crew and create schedule that fits into the given show labor budget, fulfills designer needs and anticipates changes during tech and previews
 - Make all rental and purchase orders in a timely manner to have necessary equipment and materials to complete the design in time for light focus.
 - Go over final light plot and paperwork to check for errors, compare to LTC inventory and plan for any unusual needs for light hang.
 - Supervise electricians crew in accurately hanging and cabling light plot and work with ALD during focus.
 - In collaboration with the AME, run notes calls, program light board, attend production meetings during tech and previews.
- Perform light board operator duties of channel check and running light board during performances of each main stage show.
- Schedule, hire crew, and supervise seasonal maintenance of all lighting equipment.
- Coordinate with the E&C department to arrange for the design and execution of all E&C related performances including Young Ensemble, Summer Camps, and other performances
- Hire and supervise interns as Company needs require
- Replace and purchase as necessary all facilities and theatrical lamps for Lookingglass production facilities
- Assist Production Manager in maintenance of electrical equipment in Lookingglass Production Facilities
- Other duties as assigned.

The ideal candidate will possess the following qualifications:

- 3 or more years of experience in a leadership position
- Excellent knowledge of Vectorworks, Lightwright and Microsoft Suite
- Excellent written and verbal communication
- Strong desire to continually learn about advances in their field

Lookingglass Theatre is an Equal Opportunity Employer. Salary is competitive with other comparable not for profit positions. Benefit package includes health insurance, generous vacation, and paid holiday schedule.

Qualified applications should send a cover letter, resume, 3 references and salary history to Sarah Burnham, Production Manager, at sburnham@lookingglasstheatre.org. Please include Master Electrician in the subject line. Applications will be accepted through February 14th. No phone calls please.