

# Electrics Supervisor

**DEPARTMENT:** Production

**REPORTS TO:** Production Manager

**LOCATION:** La Jolla, California on the beautiful campus of the University of California, San Diego

**CLASSIFICATION:** Full-time, Exempt

**COMPENSATION:** \$68k-\$75k annually

**HOW TO APPLY:** Submit a resume and cover letter to [productionjobs@ljp.org](mailto:productionjobs@ljp.org). Please include in the subject line – “Electrics Supervisor”

## ORGANIZATION OVERVIEW

La Jolla Playhouse is a place where artists and audiences come together to create what's new and next in the American theatre, from Tony Award-winning productions, to imaginative programs for young audiences, to interactive experiences outside our theatre walls. Founded in 1947 by Gregory Peck, Dorothy McGuire and Mel Ferrer, the Playhouse is currently led by Tony Award winner Christopher Ashley, the Rich Family Artistic Director of La Jolla Playhouse, and Managing Director Debby Buchholz. The Playhouse is internationally renowned for the development of new plays and musicals, including mounting 105 world premieres, commissioning 60 new works, and sending 33 productions to Broadway, garnering a total of 38 Tony Awards, as well as the 1993 Tony Award for Outstanding Regional Theatre. These works include the Broadway hits *Come From Away*, *Diana* and *Memphis*, all directed by Ashley; *The Who's Tommy*; the Pulitzer Prize-winning *I Am My Own Wife*; and *Jersey Boys*.

La Jolla Playhouse is committed to diversity in all areas of our work, on and off stage. We lead with our values and encourage individuals with unique perspectives to apply. La Jolla Playhouse is proud to be an Equal Opportunity Employer (EOE).

## STATEMENT OF JOB

Under the direction of the Production Manager, the Electrics Supervisor serves as a key member of La Jolla Playhouse's Production Department. The position is expected to function independently in an environment conducive to the development of new work with changing priorities and detail-critical deadlines. The Electrics Supervisor works closely with and is responsible for managing projects from conception through completion with the design and creative teams for each production. Key to the success of those projects, the Electrics Supervisor, in conjunction with the Production Manager, will take an active role in facilitating communication with the Technical Director, Designers, IATSE production staff and La Jolla Playhouse Management to ensure all departments are informed about designs, changes, and planning for each production.

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The Electrics Supervisor will have the primary responsibility to oversee the development, installation, acquisition, fabrication, maintenance and transfer of all electrics gear (owned, purchased, rented, or otherwise) for productions produced and presented by La Jolla Playhouse while maintaining a safe and healthy work environment. Strong candidates will possess a demonstrated ability to forecast labor and material budgets and track throughout the production process. The successful candidate is a manager and artist or technician committed to the artistic vision, mission and values of La Jolla Playhouse.

## **ESSENTIAL JOB DUTIES**

- Maintenance & organization of La Jolla Playhouse Electrics resources including venue inventory and materials, personnel management, budgets and estimates, and tracking of those resources throughout the production process.
- Coordination with Production Management, Visiting Artists, Designers, Assistants, Engineers and staff of production activities related to the Electrics department.
- Maintain early and constant communication with Production Managers, Production Department Supervisors, and Designers regarding coordination of artists' requirements and La Jolla Playhouse resources.
- Supervise and assist in season-wide labor planning for the Electrics Department on an on-going basis.
- Direct the development, installation, acquisition, fabrication, maintenance and transfer of all electrics resources for all productions beginning with early design consultations through completion of projects.
- Supervise and assist in scheduling, accounting, purchasing and planning for productions and shop operations tracking labor and material cost.
- In conjunction with the Production Manager, estimate designs based on designer drawings, script requirements and director or designer requests.
- Adjust and present options to designers to assist in the budget and implementation process.
- When necessary, create and maintain bid packages for commercial electrics shops and supervise the technical design process with those shops to provide quality and efficiency assurance.
- Advise on long-term capital improvement planning for the Electrics Department.
- Perform and analyze risk assessments and reviews with visiting design teams and Production Management to achieve workable and safe productions at all levels.
- Advise Production Management of the potential financial consequences of any proposed changes or other alterations to electrics plans.
- Attend technical rehearsals and previews as requested.
- Attend production and design meetings as requested.
- Supervise and train IATSE electrics staff.

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## **REQUIREMENTS & PROFICIENCIES**

- 5 plus years of professional experience in electrics, preferably in an entertainment environment.
- Strong working knowledge and demonstrated skill in theatrical electrics, electrics stage rigging, and specialized tools of the trade including Standard and Wireless Dimming, LED, Moving fixtures, DMX accessories, Networking, and ETC Console suite.
- Ability to read, understand and create working theatrical drawings.
- Computer skills: Familiarity with and ability to direct work in Vectorworks, Word, Excel, ETC and emerging software desired.
- Demonstrated skill and success in the development, forecasting, management, and tracking of complex production budgets.
- Strong attention to detail and proactive monitoring of processes with a collaborative demeanor.
- Possess strong critical thinking, creative problem solving, and organizational skills with a learning and growth mindset.
- Commitment to uphold and meaningfully engage with the mission, vision and values of La Jolla Playhouse.
- Ability to work on multiple projects at various steps in the production process at once.
- Excellent time management skills.
- Deep knowledge of and dedication to safe working practices.
- Excellent communication and interpersonal skills.
- Familiarity with industry standard and developing video technology a plus.
- Being fully vaccinated against COVID-19 by an FDA approved vaccine is a condition of employment.

## **PHYSICAL REQUIREMENTS**

- Occasionally ascend/descend a ladder or personnel lift to access/troubleshoot Electrics Department equipment.
- Frequently move items weighing up to 50lbs with team assistance.
- Regular night time and weekend availability during the tech and preview process.

*Updated 11/8/21*