



LYRIC THEATRE OF OKLAHOMA

Lead Electrician/Lighting Supervisor Job Description

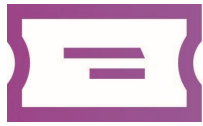
Department: Production	Compensation: \$36,000 - \$40,000/year, plus benefits.
Reports To: Technical Director / Production Manager	FLSA Status: Full-Time, Exempt
Job Summary: As an active member of Lyric Theatre of Oklahoma's Production Department, the Lead Electrician is responsible for supporting the operations of the Lighting Department and the Resident Lighting Designer in the realization of all lighting elements as designed by the Lighting Designer(s) and assisting in the leadership of department personnel. The Lead Electrician reports directly to the Technical Director and oversees lighting overhires. This is a full-time, exempt position that includes a full benefits package. Some nights and weekends will be required as needed throughout the season.	

Essential Duties:

- Supervise and lead all Lighting overhire personnel, contractors, and vendors
- Train, schedule, and supervise lighting and deck crews for all productions and events
- Manage the annual Lighting budgets, developing budget estimates, financial projections, and staff planning as assigned
- Responsible for maintenance and organization of stock Lyric Theatre's lighting equipment for both facilities and production lighting needs
- Documentation and implementation of Lighting Design, including circuiting and addressing of light plots, making hang tapes, hang cards, power, data, and networking plans
- Advance lighting needs for upcoming shows to ensure the on-time delivery of all lighting, special effects, automation, and rigging needs for productions and special events
- Oversee Lighting Load In, Focus, and Load Out, aiding other departments as necessary, and coordinating Civic Center Music Hall technical staff when working in spaces controlled by that organization
- Maintain effective communication with designers, stage managers, directors, and department heads to ensure smooth development and installation of the light plot throughout the rehearsal and performance process
- Support the Lighting Team in maintaining a clean & safe workspace, as well as enforcing safe work practices in keeping with Lyric Theatre's health and safety guidelines
- Attend all departmental/production meetings, tech rehearsals, and preview performances, as needed
- Support the Thelma Gaylord Academy lighting production needs throughout each semester
- Perform work in a manner that is consistent with Lyric Theatre of Oklahoma's Mission, Vision, and Values while actively participating in Lyric Theatre's work towards equity, diversity, and inclusion

Job Requirements:

- Passionate about the live entertainment industry



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- 3 to 5+ years' experience in the theatre, music, and live entertainment business in a professional setting
- Education: Bachelor's degree in Technical Theatre or an equivalent combination of education and practical experience
- Ability to lead a crew
- Knowledge of various types of lighting equipment, stage machinery, and special effects machinery
- Experience with ETC Eos family software, consoles, and fixtures
- Proven experience in VectorWorks 2D and Lightwright 6 is required, 3D capabilities are a plus
- Experience with Microsoft Office Suite and Google Workspace
- Highly Organized with attention to detail
- Manage multiple priorities and personalities to ensure work is completed in a timely and productive manner
- Coordinate multiple parts of a project, set priorities, and follow through on deadlines
- Communicate effectively in oral and written communication on an interpersonal or group level
- Solve problems and rethink priorities on the fly in a performance situation
- Understand and troubleshoot electrical systems
- Basic carpentry, welding, and painting skills preferred
- Basic rigging, knots, and stagecraft knowledge
- A valid Driver's License
- The ability to Drive a 26' Box Truck is a plus

Work Schedule:

This position is a full-time, exempt position, generally operating on a Monday to Friday schedule. The position provides coverage for other Lyric Staff and overhire Lighting personnel for planned or unplanned absences. Must be willing to respond in real-time during off-peak and weekend hours due to the evolving nature of operating a live theatre venue.

Physical Requirements:

- Lift 60 lbs. overhead
- Stand for long periods and work in a physically demanding setting which may include all kinds of weather
- Crawl around and duck under hanging positions in the theatre's grid
- Work at heights up to 90 feet. This will include work on the theatre's grid, catwalks, box booms, cove areas, and any other area within the building that a show may need to complete work
- Work on ladders and personnel lifts without restrictions. This includes knowing the safe and acceptable methods of working on this equipment
- Have a general proficiency in methods used for hanging soft goods and scenery
- The worker must have a general proficiency in methods used for setting up/striking lighting equipment

Compensation:



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Salary range: \$36,000- 40,000, commensurate with experience. Lyric benefits package includes 100% paid medical and dental insurance, paid vacation, sick leave, matching 401K, long-term disability insurance, complimentary tickets to Lyric productions, paid personal time, and major holidays off.

Application Procedure:

To apply, please submit the following electronically to: matthew@lyrictheatreokc.org or mail to: Matthew Sipress, Production/Company Manager, Lyric Theatre of Oklahoma, 1727 NW 16th, Oklahoma City, OK 73106:

- Cover letter
- Resumé
- Salary requirements
- Contact info with three professional references including name, title, email, phone, and relationship. We will only contact references with your knowledge.

About Lyric Theatre of Oklahoma

Founded in 1963, Lyric Theatre of Oklahoma is the Official State Theatre. As the state's leading professional theatre, Lyric produces classic and contemporary musicals, new works, and plays featuring artists from Oklahoma and around the nation. Lyric also operates the Thelma Gaylord Academy – a professional theatre training ground, offering classes in all aspects of musical theatre. Lyric is a member of the Actors' Equity Association, the National Alliance for Musical Theatre, and Allied Arts. For more information, visit www.LyricTheatreOKC.org.

Lyric Theatre is an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.