

Master Electrician

The master electrician's main duty is to assist the lighting designer in achieving his or her vision of their design. This is accomplished by hanging the light plot in an accurate and timely manner. Remember that all designers work in different manners and although the list of duties below is fairly inclusive, YOUR exact duties may vary!

In position of Master Electrician, you are an integral member of the production team. As such you are required to take part in every day of load in and tech day. These days are usually a Saturday and a Sunday.

Also, because of your position, you will most decidedly need to put in more than the three to four hours per week in the shop that is required of all practicum students. Indeed, you will need to be in your shop for every day of the build / hang / etc., to assist in work which needs to be accomplished. If you have questions regarding this, please discuss this with your mentor.

PREHANG RESPONSIBILITIES

- 1 - Before the lighting designer begins the plot he or she may request that you provide an ACCURATE count of ALL lighting units in the building. This is very important in that any errors in the count will only make YOUR job more difficult and potentially put the hang behind schedule.
- 2 - Before the light hang begins, you should meet with the lighting designer and talk over any special needs of the plot. Decide in what order the plot will be hung, (i.e., onstage then foh or vice versa). You should also coordinate this with the technical director.
- 3 – The lighting designer will provide you with the appropriate paperwork to begin your work. When a color cut and a gobo list is provided, immediately pull the required materials. If they do not exist in Northwest Stock, provide the lighting designer with the number of color sheets and gobos which will need to be ordered. If an order is impossible, you will need to work with the designer to suggest alternate color or gobo selections.

PLOT HANG, FOCUS AND PRE-SHOW RESPONSIBILITIES

- 4 – As Master Electrician, you are responsible for being at ALL work calls from the first day of the light hang through strike. These dates include but are not limited to load in days, regularly scheduled shop days and any focus calls.
- 5 – As Master Electrician, you need to be the first (electrics) person in the theater on the days of lighting hangs. This will allow you to make any last minute preparations and be ready to go when the crew begins to arrive.
- 6 – Hang the light plot exactly as noted and exactly as discussed in #2.

- 7 – The best working order to hang a lighting position (electric, boom, foh, etc.):
- a – Hang the lighting units as noted on the plot. Most units are hung 18” – 24” inches apart, on center.
 - b – ALL lighting units need to have safety cables!
 - c – Point all units in the general directions noted on the plot
 - d – On lekos, pull out all shutters, on fresnels, set to medium flood.
 - e – Plug in all fixtures (at all times noting whether they are two-fered or not!). It is important to ALWAYS leave at least 12” of cable loop from the unit to allow for future focusing or movement of the fixture. Use the shortest length of extension cable necessary.
 - f – When circuiting the box booms and coves, plug in the unit to the nearest circuit. Tie all extension cables to the sides of the booms to allow easy access to the lighting units!
 - g – When the position is hung, test each unit to make sure it works. If it does work, note the correct circuit number NEATLY (so someone else can read your handwriting!) on the plot or instrument schedule. If the unit does not work, immediately discover the source of the problem and fix it.
 - h – Drop colors and/or gobos into their appropriate fixtures.
 - i – If necessary have a crew counterweight the electric.
 - j – Move on to the next lighting position.

8 - At the end of EACH work call pickup and store any and all loose cables, the RFU and any other lighting equipment. Take care not to lose the light plot or any associated paperwork.

9 – When it comes time to focus, it is your responsibility to directly focus the units or to assist student crews in learning how to focus lighting instruments. During focus the Lighting Designer or the Assistant will be on stage directing where and how the lights are focused.

10 – The smoothness and efficiency with which a lighting focus proceeds is in direct correlation to the amount of preparation done by the master electrician. Some things YOU can do to ensure a smooth and efficient focus are as follows:

- a – Arrive at the theatre well before focus call is to begin to prepare.
- b – Well prior to focus, discuss with the Lighting Designer or Assistant, which order the lighting positions will be focused.
- c – Have the genie lift in place, powered and ready to go by the appropriate lighting position.
- d – Have the lighting position hung per the instructions in #7.

11 – Before technical rehearsals begin:

- a – Setup the tech tables (you may request workers from other shops to assist with the table(s)) including the light board, both monitors and work lights.
- b – In consultation with the Stage Manager, pull, setup and test the required amount of clear com stations required.

12 – Train the light board operator in the proper operation of the light board.

13 – Attend at least the Saturday technical rehearsal to assist the lighting designer in any way which will make the day go smoother.

14 – Before each rehearsal AND performance, it is YOUR responsibility to perform a dimmer AND focus check. If a lighting unit is found to be not functioning, perform the steps needed to make the fixture well. If the unit has fallen out of focus, fix that as well!

STRIKE

15 – In consultation with the Lighting Designer and Technical Director, determine the best method for striking the plot at the close of the show.

16 – Return all units, cable, color and gobos to their proper locations.

17- Other duties as assigned.

I, _____ have read the above job description for my duties as _____ for the production of _____. I realize that these duties may be adjusted for, but not limited to the following reasons, show complexity, cast/crew size, cast/crew experience, etc. I will carry out my duties to the best of my abilities and ask questions when I need help.

Signed & Dated,

Student

Faculty