

San Francisco Electric Foreman

- Electric Shop Foreman will report the Master Electrician.
- Communication skills are very important to ensure that there is a clear understanding of when set electrics, effects and expendables are ready for tech periods, rehearsals, and performances.
- Communicate with all in-house and guest staff members in a clear, diplomatic and concise way on all projects. Relate information to other members of the electrics and lighting staff as needed.
- Ability to accurately budget labor and materials for productions.
- The Shop Foreman will confer with the Lighting Director and design staff on all production set electrics, effects and other equipment needed for productions and related rehearsals.
- Will need to photograph and document including instructions and specifications for all electrics needed for productions so all the information is ready for remounts and rentals.
- Will be responsible for proper storage and the location of show electrics and equipment in the opera's warehouses.
- Will assist the loading and unloading shipments, inventory outgoing or incoming rental show set electrics and effects at the Opera's warehouses and other designated locations.
- Will need to repair and maintain moving lights. HMI Arch lights and ballasts, LED fixtures and other San Francisco Opera and War Memorial Opera House equipment. Including keeping equipment maintenance logs up to date.
- Be an active participant in the electrics department development of shop projects for both current and future productions, as well as in house needs during the off-season.
- Research and develop new methods of new lighting technologies and atmospheric effects.
- Keep up to date on new industry standards and products.
- This is an as-needed position during the San Francisco Opera season.

From the current Local 16 / San Francisco Opera collective bargaining agreement:

APPENDIX II

Electric Shop Job Descriptions

The **Electric Shop Foreman**'s primary duties will consist of assisting the Head of Electrics (hereinafter known as Master Electrician) in the supervision and organization of the San Francisco Opera Electric Shop. These duties include but are not limited to:

- Overseeing the Electric Shop facility and equipment.
- Rendering any services inherent in the title Electric Shop Foreman.
- Research of products and vendors as required by productions or maintenance.
- Determining, in conjunction with the technical staff, Master Electrician, and/or War Memorial Opera House staff, the electrical requirements and maintenance needs, of productions, and methods of construction and required build time.
- Managing crews in the completion of projects while maintaining efficiency and working within budget parameters.
- Laying out and building designated projects.
- Supervising the installation of productions' electrical elements in the performance venue, or rehearsal spaces, storage facilities or other shops when needed.
- Electric Shop management, administration, preparation of cost estimates for Shop related materials and labor, any procurement of materials, and establishing of relations with suppliers, dealers, or outside manufacturers.
- Ensuring all employees comply with the desired quality of work, safety guidelines and procedures including regulatory compliance.
- Supervision, or instruction, of the tasks of the Electric Shop Layout Person(s) in conjunction with the Master Electrician
- Documentation of equipment service, maintenance and repairs.
- Other duties as assigned by the Master Electrician.
- Following all work rules, policies and procedures of the Association.
- Performing all reasonable work consistent with this job title.
- Shall be paid at Assistant Shop Foreman rate or higher.

Resumes should be received by Monday, July 19th 2021.

Send resumes to: Leon Parsons
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