



ELECTRICAL DEPARTMENT TECHNICIAN

GENERAL

FULL TIME

HOURLY RATE

ELIGIBLE FOR PAID VACATION/SICK/PERSONAL TIME/COMPANY HOLIDAYS DURING THE FIRST YEAR OF EMPLOYMENT

ELIGIBLE FOR HEALTH/DENTAL/VISION /STD/LIFE INSURANCE/FSA/SUPPLEMENTAL LIFE BENEFITS AND 401K

AVAILABLE TO ASSIST WITH COMPANY 'ALL HANDS ON DECK' DAYS (MOST ARE SATURDAYS)

REPORTS TO OPERATIONS MANAGER

QUALIFICATIONS

1. Pleasant, enthusiastic and professional demeanor in interactions with clients and colleagues.
2. Ability to lift up to 50lbs and be on one's feet for long periods of time.
3. Ability to take direction from and collaborate with staff to successfully facilitate the position responsibilities.
4. Basic understanding of electrics in both AC and DC.
5. Ability to use basic hand and power tools for soldering, wire stripping, plug replacement and construction/repair of props.
6. Basic computer skills.
7. Ability to read and speak English.
8. Ability to arrive to HMR building on time and in proper uniform for scheduled shift.

RESPONSIBILITIES

1. Read Creatives to understand the required electrical components for each event. Construct or schedule the repair/charging of these components by the event date.
2. Use proper handling & care to pull, prep, load carts and check back in all electrical components for events. Label event carts clearly for use during the installation process.
3. Inspect and maintain all electrical equipment. Identify electrical problems with a variety of testing devices.
4. Place order requests for all electrical supplies. Collaborate with the Hard Goods Buyer to purchase electrical items needed for events, repairs or special projects by the required date.
5. Participate in event installations. Quickly and efficiently troubleshoot issues with electrical props which occur onsite.
6. Use critical thinking to create and construct new props which contain lighting.
7. Keep electrical work area clean and well organized at all times. Label bins, shelves and rolling racks with correct tool/supply/prop names.
8. Use the Direct system to consistently update electric inventory counts, make inventory kits and check schedule for assigned shifts.

9. Assist in basic electrical maintenance and improvements in the building.
10. Train Event Installers on the basic usage of the electric inventory items to include:
 - a. Light boxes
 - b. Chandeliers
 - c. Light frames
 - d. Custom props with LED lighting
 - e. Uplighting
 - f. Pin Spots

OTHER SKILLS (which are a plus, but not required)

1. Ability to drive up to 26' box trucks (a C-Class Driver's License required - NOT CDL)
2. Basic carpentry
3. Basic fabric draping
4. Basic rigging
5. Use of stage lighting fixtures and controls (HMR is not a lighting company but, sometime rent gear for events and install)

The above noted job responsibilities/requirements are not intended to describe, in detail, the multitude of tasks that may be assigned but rather give a general sense of the responsibilities and expectations of his/her position. As the nature of business changes so, too, may the essential functions of this position.