

Title: Assistant Master Electrician (AME)
Status: Part-time
Reports to: Master Electrician & BPO Director of Operations

Compensation: Estimated range of \$15,000 - \$20,000 / year, Non-Exempt, plus benefits. Total compensation related to number of Buffalo Philharmonic Orchestra and Kleinhans Music Hall work calls performed per year.

Primary Responsibilities:

The Assistant Master Electrician (AME) assists the Master Electrician / Master Video Engineer (ME) in maintaining all stage lighting and electrical work in the building. Tasks include but are not limited to:

- Serves as Master Electrician when the ME is serving as Master Video Engineer or is otherwise unable to be present. This includes operating the lighting board, acting as Lighting Designer, and calling show cues to Spotlight Operators.
- Maintains the cleanliness and function of all stage lighting fixtures in and around the building.
- Maintains all electrical wiring for all electrical outlets, switches, extension cords, and other electrical equipment.
- Focuses stage lighting on a regular basis for rehearsals and concerts to ensure optimal lighting coverage and works with BPO Operations and Master Electrician to mitigate any musician concerns or issues.
- Sets lighting equipment on stage for rehearsals and concerts in the main concert hall and Mary Seaton Room, including but not limited to:
 - Music stand lights
 - Cyc/shell lights
 - Tress/gobo's
- Works and assists electricians for all load-ins and load-outs with rental lighting and video equipment
- Assists Master Electrician in keeping annual inventory lists of electrical, lighting, and video equipment.

Administrative Responsibilities:

The AME will be the main support person for the ME. This position is key in helping the BPO Operations team execute organized, efficient, and safe performances. Tasks will include but are not limited to:

- Develop strong, regular communication with the ME.
- Support the ME in the preparation and execution of all BPO & KMH presentations.
- Work with other production departments to ensure an efficient working environment.
- Attend BPO production meetings on a monthly basis to review the orchestra calendar with the team.