

**Title:** Master Electrician / Master Video Engineer (ME)  
**Status:** Full-time  
**Reports to:** BPO Director of Operations & Kleinhans Music Hall Management (KMH)

**Compensation:** Estimated range of \$60,000 - \$70,000 / 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 Master Electrician (ME) maintains all stage lighting and electrical work in the building, also acting as the go-to person for any problems, questions, and new ventures. Tasks include but are not limited to:

- 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.
- Maintains the lightbulb inventory and places all lightbulb orders for stage equipment.
- Maintains video equipment including projectors, lenses, and cabling.
- Keeps annual inventory list of all electrical, lighting, and video equipment.
- Runs any additional wiring as needed throughout the building and maintains the current wiring.
- Researches various lighting issues, including but not limited to:
  - Stage lighting,
  - Outside lighting,
  - Parking lot lighting,
  - Office lighting.
- Assists the BPO Operations team in solving any stage lighting problems and works with the Executive Director on executing new ventures.
- Works with BPO Director of Operations and KMH on determining lighting equipment and design for each BPO & KMH concert program.
- Acts as Lighting Designer and program/operate lighting boards for concerts and shows as needed. Works with visiting Lighting Designers as needed.
- Communicate with and cue Spotlight Operators for performances when needed.
- Focuses stage lighting on a regular basis for rehearsals and concerts to ensure optimal lighting coverage and works with BPO Operations to mitigate any musician concerns or issues.
- Sets lighting equipment on stage in the main concert hall and Mary Season Room for rehearsals and concerts, including but not limited to:
  - Music stand lights
  - Cyc/shell lights
  - Tress/gobo's
- Works and leads electricians for all load-ins and load-outs with rental lighting and video equipment
- Assist BPO Director of Operations & KMH in identifying and/or securing lighting, video, and projection rental equipment and advancing shows with projections and video elements.
- Focuses projector or lenses when needed.
- Operate video files and concert slides when required.

**Administrative Responsibilities:**

- Works with Master Property Manager and BPO Director of Operations to identify when extra workers are needed to set or load-in lighting or video equipment.

- Delegates and oversees work of Assistant Master Electrician
- Attend BPO production meetings on a monthly basis to review the orchestra calendar with the team.
- Advance shows with touring groups, when needed, to understand and coordinate lighting needs with BPO or KMH management.