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**JOB DESCRIPTION**

**Job title: HEAD OF LIGHTING, SOUND, AND AV**

**Responsible to: TECHNICAL MANAGER**

**Responsible for: TECHNICIAN (LIGHTING), TECHNICIAN (SOUND & AV) AND ANY OTHER FREELANCE OR CASUAL STAFF WITHIN THE PRODUCTION TEAM AS REQUIRED**

**Key Relationships: HEAD OF PRODUCTION, TECHNICAL MANAGER, HEAD OF STAGE, HEAD OF WARDROBE, COMPANY & STAGE MANAGER, PRODUCTION STAGE MANAGEMENT, ARTISTIC & TECHNICAL TEAMS, LEARNING TEAM**

**Budget responsibility DELEGATED AUTHORITY OF INDIVIDUAL PRODUCTION BUDGETS UP TO A MAXIMUM OF £5,000.**

**Purpose of Post**

The Head of Lighting, Sound, and AV is responsible for delivering all lighting, sound, and audio-visual aspects of all productions and projects at Derby Theatre, both produced and received, to the highest possible standards. Working directly with artistic, technical, and production teams you will manage the Electrics Department, overseeing its staff and ensuring associated equipment is used safely and efficiently.

The Production Department is led by the Head of Production and includes a Technical Manager (to whom this post reports), a Head of Stage and three multi skilled technicians split across lighting, sound, and stage.

Although this role is focussed on lighting, sound, and AV, the technical team at Derby Theatre works flexibly and the person filling this post will also be expected to work in all backstage areas as needed, and to develop skills in those areas.

**Key responsibilities**

**Production**

* Liaise with the creative teams on produced shows and with touring theatre personnel, working to create and facilitate their requirements to the highest possible artistic standards within the time and financial resources available.
* To ensure that assigned budgets are managed efficiently, and to assist the Head of Production and Technical Manager in financial planning and budgeting objectives when required.
* To keep the Head of Production & Technical Manager informed about possible areas of necessary future spend.
* Alongside the Technical Manager, recruit, supervise, and manage all Electrics Department team members working at Derby Theatre ensuring their time is scheduled as effectively as possible, adhering to the UK Theatre/BECTU and In-House Agreements.
* To supervise full time technicians and casual staff during working hours.
* Attend production meetings, rehearsals, technical rehearsals, get-ins and get-outs as required.
* In conjunction with the Technical Manager, plan, oversee, and undertake rigging, installation, and focusing of all lighting, sound, and AV equipment, and ensuring they are carried out in a safe manner.
* Designing, building, and fitting-up electrical practicals as required.
* Operating shows in accordance with staff rotas.
* To be responsible for the safe and efficient storage and maintenance of all Electrics Department equipment and keeping good records thereof.
* To be a proactive member of the production team, promoting and maintaining high production values.

**Learning**

* Working cross-departmentally to actively support and promote Derby Theatre’s Learning Theatre model, including a commitment to engage with the University of Derby’s Theatre-related higher education provision; to contribute to learning opportunities such as work experience, delivering workshops, and tours.
* To provide technical support in planning and facilitating assigned learning productions and projects.
* To actively participate in and support the work experience programme within Derby Theatre.

**Staffing**

* In conjunction with the Technical Manager and Head of Stage, recruit, schedule, and manage staff.
* In conjunction with the Technical Manager and Head of Stage, to identify and ensure appropriate training and induction is given to all department staff and provide in-house training wherever possible.

**Health & Safety**

* Be familiar and comply with current Health & Safety regulations relevant to the industry and keeping abreast of changes to such regulations.
* Implement and oversee Health & Safety in all backstage and onstage areas, adhering to the in-house Health & Safety policy and with Health & Safety regulations generally.
* Responsible for creating and monitoring suitable risk assessments and method statements for all department related activities.
* Producing and maintaining Health & Safety records relevant to the department as required.
* To liaise with the Head of Production and Technical Manager regarding production or building Health & Safety issues that may affect performing or incoming companies.

**General**

* To deputise in the absence of the Technical Manager.
* In conjunction with the Technical Manager and Head of Stage, plan and carry out repairs, alterations and improvements to the Production areas.
* To keep up to date with developments in the industry as they relate to your role, and to contribute to the overall development of the department and organisation.
* Order equipment and consumables as necessary in accordance with budgets and financial procedures.
* Ensure that backstage areas are kept in an appropriate state at all times.
* To provide the highest level of customer and audience care at all times.
* To act as Duty Technician, as required, taking responsibility for the security of the building, its occupants and associated equipment.
* To drive company vehicles as required and to be responsible for booking vehicles and ensuring the theatre is compliant with University of Derby transport procedures.
* To take an active role in the team and staff as a whole, and to attend team, departmental or cross-organisation meetings as required.
* To ensure that Derby Theatre’s policies, procedures and values are observed in every area of the department’s work.
* To act always in the best interests of Derby Theatre, protecting intellectual property and confidential information at all times.
* To carry out any other duties as may reasonably be required, commensurate with the level of the post.
* We expect all Derby Theatre staff to work in a flexible manner to effectively deliver their role and in line with the objectives of the company, including the Learning Theatre model, Equality and Diversity, and Sustainability.
* The job description for this position may be reviewed and amended to incorporate the future needs of the department and the organisation.

This job description is intended as a guide to the nature of the work required of this position, it is neither wholly comprehensive nor restrictive and is subject to review.

**PERSON SPECIFICATION**

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| **Criteria** | **Essential/Desirable** | **Method of Assessment** |
| **Knowledge and Skills** |  |  |
| Comprehensive knowledge of theatre lighting, sound, and AV equipment. | **Essential** | Application, interview |
| Knowledge of and ability to programme and troubleshoot ETC consoles, QLab, Yamaha consoles and systems. | **Essential** | Application, interview |
| Excellent IT skills. | **Essential** | Application |
| Ability to interpret and work from technical drawings. | **Essential** | Application, interview |
| IPAF and Tallescope training and qualification. | Desirable | Application, interview |
| Knowledge of and/or training in Health & Safety. | Desirable | Application |
| Training in First Aid at work. | Desirable | Application, interview |
| Recognised electrical qualification. | Desirable | Application, interview |
| Full UK driving license. | Desirable | Application, Interview |
| **Experience** |  |  |
| A proven track record of working in a lighting and/or sound department for a similar sized producing theatre environment. | **Essential** | Application, interview |
| Experience of working with and implementing the UK Theatre/BECTU Agreement. | **Essential** | Application, interview |
| Direct experience of lighting, sound and AV rigging and operation. | **Essential** | Application, interview |
| Proven leadership and communication skills, delegating where necessary, with an ability to remain calm under pressure. | **Essential** | Application, interview |
| To have held a similar position for 2 years or more. | Desirable | Application, interview |
| Experience of managing budgets. | Desirable | Application, interview |
| Experience of counterweight flying systems. | Desirable | Application, interview |
| Experience of powered stage machinery including stage lifts and motors. | Desirable | Application, interview |
| Experience of working with and supporting students and young people. | Desirable | Application, interview |
| **Personal Attributes** |  |  |
| A passion for theatre and for supporting the creative process through organisation and problem solving. | **Essential** | Application, interview |
| Strong communication and interpersonal skills, able to demonstrate diplomacy, discretion and professionalism. | **Essential** | Application, interview |
| A willingness and ability to support learners of different ages, including students and young people. | **Essential** | Application, interview |
| Ability to work evening, weekends and public holidays, as required. | **Essential** | Application, interview |
| An ability to carry out the physical demands of the role, including working at height and get ins & get outs. | **Essential** | Application, interview |

**What should I expect if I am invited to an interview?**

We aim to make the interviews as accessible and engaging as possible, and we want you

to talk about yourself and your work experience in a relaxed and friendly setting.

We believe an interview is a chance for you to find more information about the role, us as a organization and also for you to get a sense of whether this is the right environment for you.

With this in mind, we have designed an interview process which will enable potential

candidates to meet members of the team and partners, see some of the spaces you might

be working in, and of course a chance to talk about you and your work experience.

**Main terms and conditions of service**

**Salary:**  £27,961 to £31,068

**Hours:** 39 hours a week.

Evening, weekend and bank holiday working will be required.

**Holiday:** 28 days per annum, including public holidays, rising to 33 days over five years

**Pension:** Derby Theatre operates a contributory pension scheme provided by NEST.

**Probation:** This post is subject to a six-month probationary period.

**Notice:**  One week during probationary period, one month thereafter.

**Benefits:** Complimentary or discounted tickets to selected shows (non-transferable and subject to availability), childcare vouchers scheme, free travel on University of Derby buses, discounted parking in Derbion car park, Saville’s Insights App for discount at selected Derbion stores.

**Other Terms** In accordance with BECTU and the Derby Theatre House Agreement.

**HOW TO APPLY, IN FIVE STEPS**

1. Visit our website www.derbytheatre.co.uk to download an application form and equal opportunities monitoring form (these are combined in one document). **You must fill in this form to apply as no CVs will be accepted.**
2. You may choose to respond to the **PERSONAL STATEMENT** as a video or audio file. If so, please attach the files in an mp4 format, ensuring that they are no higher than 10MB or send via a we transfer link <https://wetransfer.com/>.
3. If you can, please save the file as a PDF with your name in the file name.
4. Read our guide to ‘Applying for a job at Derby Theatre’ for information about the application process.
5. Email your completed application form, or files and equal opportunities monitoring form to [jobs@derbytheatre.co.uk](mailto:jobs@derbytheatre.co.uk)

If you would like to discuss your application with the hiring manager, please email e.munn@derby.ac.uk.

We aim to actively champion and celebrate diversity in all its forms. We are committed to equality of opportunity for all of those we work with and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

We positively encourage disabled people, people of African or Caribbean heritage, South Asian heritage, East Asian heritage, West Asian heritage, Central Asian heritage, Southeast Asian heritage and people of Middle East and North African heritage and those who have experienced racism. By the term ‘those who have experienced racism’, we are referring to individuals who have experienced discrimination based on the colour of their skin, race and/or their culture.

We guarantee to interview any candidate with a disability who meets the essential criteria for the role.

**Closing Date: 9am 8th May 2024**

**Interview Date: 13th and 14th May 2024**