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**JOB DESCRIPTION**

**Job title:** Head of Lighting & Video

**Responsible to:** Technical Manager

**Responsible for:** Lighting & Video Technician, Casual Technicians.

**Key Relationships:** Head of Production, Technical Manager, Head of Sound, Head of Stage and Workshop, Head of Wardrobe, Company Stage Manager, Artistic Department, Learning Department, Freelance Creatives including lighting designers, video designers.

**Budget Responsibility:** Delegated authority of individual production budgets typically £5,000 per production**.**

**Purpose of Post**

The Head of Lighting & Video is a member of the Production & Technical department and will also work closely with the wider organisation. Responsible for the delivery of lighting aspects for all Derby Theatre productions and projects at Derby Theatre, these include both produced and received productions, community and learning events. The role manages the Lighting Department, overseeing its staff and ensuring associated equipment is maintained and used safely.

The Production Department is led by the Head of Production and the Technical Manager (to whom this post reports).

Although this role is specialised in Lighting & Video, the technical team at Derby Theatre works flexibly and the person filling this post will also be expected to work and develop skills in all backstage areas as required.

**Key responsibilities**

**Production**

* To lead the team of technicians, ensuring the wellbeing, motivation, professional development and satisfactory conduct of all assigned staff.
* To keep yourself and your team aware of developments and issues developing in Derby Theatre and the wider theatre industry.
* Work closely with touring companies, amateur and community groups to support their productions and represent the Derby Theatre to the highest standard.
* Support directors and designers to ensure their artistic vision is delivered, within timescales and budget.
* Use your expertise at design stage to negotiate, influence and inform the creative teams to produce workable schemes of design.
* Implement and lead in house standards for electrical safety and safe systems of work.
* Translate technical drawings, specifying and sourcing the correct equipment to fully realise the designer’s vision.
* Take ownership of production lighting and video systems.
* To ensure that assigned budgets are managed efficiently, and to assist the Head of Production in financial planning and budgeting objectives when required.
* Use judgement, technical knowledge and expertise to provide advice, guidance and solutions in your specialist areas of risk. Influence outcomes to achieve long term resilience for your department.
* Recruit, supervise, and manage the Lighting 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 directly manage and supervise the work of technicians. Allocate work and ensure work is processed accurately and on time.
* To identify and ensure appropriate training is given to all departmental staff.
* Plan, oversee, and undertake rigging, installation, and focusing of all lighting equipment in a safe manner.
* Oversee and undertake the planning, design, and install of production practicals as required.
* Operate shows in accordance with staff rotas.
* To be responsible for the safe and efficient storage and maintenance of all Lighting and Video equipment.
* To be a proactive member of the production team, promoting and maintaining high production values.
* To identify additional income streams and opportunities from the lighting and video resources.

**Learning**

* Working cross-departmentally to actively support and promote Derby Theatre’s Learning Theatre model.
* Engage with the University of Derby’s higher education theatre courses; contribute to learning opportunities such as work experience, workshops, and tours.
* Facilitate learning productions and projects.
* To actively participate in and support the work experience programme at Derby Theatre.

**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 technical areas, adhering to the in-house Health & Safety policy and Health & Safety regulations.
* Responsible for creating and monitoring risk assessments and method statements for department related activities.
* Produce and maintain Health & Safety records relevant to the department as required.
* Liaise with the Head of Production and Technical Manager regarding production or building Health & Safety issues.

**Environmental**

* To monitor the use of materials, keeping track of types of materials and levels of re-use and recycling.
* To champion and develop the use of more environmental policies in the production department.
* To keep up to date with environmental best practice in the theatre industry, such as the Green Book.

**General**

* To deputise in the absence of the Technical Manager.
* In conjunction with the production team, plan and carry out repairs, alterations and improvements to the production and technical areas.
* To keep up to date with developments in the industry as they relate to your role.
* Order equipment and consumables as necessary in accordance with budgets and financial procedures.
* Overseeing and running fit-ups, get-outs and operating shows when required.
* Ensure that backstage areas are kept in a tidy and safe state.
* To provide the highest level of customer and audience care at all times.
* To act as Duty Technician, 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.
* To take an active role in the workforce and attend team, departmental and 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 demonstrate 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 in line with the objectives of the company, including the Learning Theatre model, Equality and Diversity, and Sustainability.

**Person Specification**

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| **Criteria** | **Essential Desirable** | **Method of Assessment** |
| **Knowledge and Skills** | | |
| Comprehensive knowledge of theatre lighting equipment | **Essential** | Application, interview |
| Ability to programme and troubleshoot ETC consoles | **Essential** | Application, interview |
| Knowledge of the UK Theatre/BECTU Agreement | **Essential** | Application, interview |
| Excellent IT skills | **Essential** | Application |
| Ability to interpret and work from technical drawings | **Essential** | Application, interview |
| Ability to use CAD software such as Vectorworks | **Essential** | Application, interview |
| IPAF and Tallescope training and qualification | Desirable | Application, interview |
| Knowledge of Health & Safety Regulations and hold a related qualification | Desirable | Application |
| Training in First Aid at work | Desirable | Application, interview |
| Recognised electrical qualification | Desirable | Application, interview |
| A recognised Health & Safety qualification | Desirable | Application, Interview |
| Full UK driving license | Desirable | Application, Interview |
| **Experience** | | |
| A proven track record of working in a lighting department in a similar sized producing theatre environment | **Essential** | Application, interview |
| Experience of programming ETC lighting desks for mid-scale to large shows | **Essential** | Application, interview |
| Experience of Qlab operation/programming | **Essential** | Application, interview |
| Experience of working with Designers, Directors and Creative team | **Essential** | Application, interview |
| Experience of video programming | **Essential** | Application, interview |
| Experience of both produced and received theatre | **Essential** | Application, interview |
| Experience in programming and troubleshooting Qlab and digital sound desks | Desirable | Application, interview |
| A proven track record of managing staff in a similar sized venue | Desirable | Application, interview |
| Proven track record working in a similar position | 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 |
| An evidenced commitment to Environmental Responsibility | Desirable | Application, interview |
| Experience of using and/or knowledge of the Green Book | Desirable | Application, interview |
| **Personal Attributes** | | |
| A passion for theatre and supporting the creative process through organisation and problem solving | **Essential** | Application, interview |
| The ability to take control when needed; remain calm under pressure | **Essential** | Application, interview |
| Strong communication and interpersonal skills, able to demonstrate diplomacy, discretion and professionalism | **Essential** | Application, interview |
| Proven leadership and communication skills, delegating where necessary, with an ability to remain calm under pressure | **Essential** | Application, interview |
| A willingness and ability to support learners of different ages, including students and young people | **Essential** | Application, interview |
| Ability to work unsupervised | **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 |
| To demonstrate the ability to work with and support other departments | **Essential** | Application, interview |
| A desire to improve and learn new skills | **Essential** | Application, interview |

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.

**MAIN TERMS & CONDITIONS OF SERVICE**

**Salary:** £27,961 to £31,068 per annum, plus overtime and 'Get Out' payments

**Hours:** Standard working week is 39 hours Monday to Saturday.

Evening, weekend and bank holiday working will be required.

**Holiday:** 28 days per annum, including Bank 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 month during probationary period, two months thereafter

**Benefits:** Complimentary or discounted tickets to selected shows (non-transferable and subject to availability) and discount in selected Derbion stores.

**HOW TO APPLY, IN FIVE STEPS**

1. Visit our website www.derbytheatre.co.uk to download an application form. **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 to [jobs@derbytheatre.co.uk](mailto:jobs@derbytheatre.co.uk) and complete our Equal Opportunities form which can be found here <https://derbytheatre.co.uk/about-us/work-with-us/equal-opportunity/>

**Closing Date:** Monday 30th June 9am

**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 an organisation and 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.

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, South East 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.