

Job Description

Job Title:	Head of Lighting
Hours:	40 hours per week
Reports To:	Technical & Production Manager
Responsible For:	Lighting Technician, Casual technicians

Main Purpose

Theatre Royal Windsor is looking for a motivated and enthusiastic head of lighting as part of the technical department to facilitate the stage lighting and technical effects required by all in-house and visiting productions, LX designers and directors, within the budgetary constraints set by the Technical & Production Manager. To maintain a high level of technical support to all productions, and ensure the smooth and safe running of all department operations. The key elements of the role include:

- Under the direction of the Technical and Production Manager, to achieve the lighting requirements of the Creative team for each production as far as possible, within the parameters of the production budget and Health & Safety considerations.
- To undertake and lead on (where required) Get-ins, Fit-ups, technical rehearsals, performances and Get-outs as required.
- To act as the duty technician for performances and events, overseeing the smooth running and suitable evacuation and safety procedures as required.
- Under the direction of the Technical and Production Manager, to be responsible for the safe and tidy storage, installation of stage lighting equipment and cabling.
- Reporting to the Technical and Production Manager on the suitable maintenance, inspection and record-keeping of all Stagelighting equipment, including PAT testing, liaising with visiting companies, CDM statements fire and general upkeep of Stagelighting equipment and purchasing of new Stagelighting equipment and consumables as needed.

General Information

Theatre Royal Windsor is an exciting and thriving regional theatre that is the only unsubsidized producing theatre to operate all year round in Britain. The theatre hosts a busy programme of shows and events focusing on drama and musicals, supported with live music comedy and dance. The auditorium seats 633 and the building is grade 2 listed.

Theatre Royal Windsor is operated as part of Bill Kenwright Ltd. One of the largest commercial theatre producers in the UK. The theatre produces and opens a large number of Bill Kenwright touring productions, in addition to its own in-house productions and the annual pantomime.

Theatre Royal Windsor is keen to ensure that we actively engage with all residents and visitors to the area and is developing a new outreach and education programme and more diverse offer at the theatre.

The business plan aims to position the theatre as a key cultural hub that aims to meet its vision statement:

“To provide a first-class regional theatre that is recognised nationally, that produces and presents a core programme of drama and theatre for all residents and visitors to the Windsor area. Acting as a key cultural hub, encouraging participation and engagement with performing arts and supporting the development of staff, artists and audiences.”

Responsibilities Include:

1. To enforce and encourage good safe working practices within the department to maintain high production values and efficient working.
2. To be familiar with current Health & Safety regulations relevant to the industry and to keep abreast of changes and developments.
3. To ensure that all work undertaken by the department throughout the theatre adheres to the in-house Health & Safety Policy and H&S regulations, with especial regard for loading and unloading equipment (from vehicles), Manual handling, use of tools, Hot Works, working at height, electrical safety and use of access equipment.
4. To notify the technical and production manager of any Health & Safety issues which arise.
5. As instructed by the Technical and Production Manager, to write and provide risk assessments for the staging of each production and general risk assessments for specific areas of work within the department.
6. To provide and maintain any other Health & Safety records / paperwork as requested by the production manager. Reporting to the Technical and Production Manager on the suitable maintenance, inspection and record-keeping of all LOLER equipment, fire proofing and general upkeep of stage equipment.
7. To assist in the regular upkeep of all back stage and onstage areas, including cleaning and maintenance as needed.
8. To undertake and lead on (where required) Get-ins, Fit-ups, technical rehearsals, performances and Get-outs as required.
9. To act as the duty technician for performances and events, overseeing the smooth running and suitable evacuation and safety procedures as required.
10. Under the direction of the Technical and Production Manager, to be responsible for the safe and tidy storage and maintenance of stage lighting equipment.
11. Undertake Lx rigging, focusing, wiring of practicals, patching, plotting, desk operation, followspot operation and general technical duties as required.
12. Work alongside visiting and in-house lighting designers and freelance production electricians on the pre-production and delivery of new in-house productions and tours.
13. Any other duties appropriate to the post and under the Equalities Act with due consideration to any employees with a "protected characteristic" and within the framework of equal opportunities.
14. Lead on creating a culture of pride in the workplace by ensuring clean and well-resented backstage and public spaces within the building at all times.
15. As a direct supervisor you will ensure that all hazards are identified and managed to an acceptable level and ensure all relevant documentation is also completed. You will also ensure you demonstrate your committed to Health and Safety by leading by example.

PERSON SPECIFICATION

Position Title:	Head of Lighting	Date Prepared:	01/07/2019
Department:	Technical		

AF= Application Form	I = Interview	T= Test
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	REQUIREMENTS	Essential	Desirable	Assessed
1.	EXPERIENCE AND KNOWLEDGE			
1.1	Demonstrable experience of working in a similar size theatre, or experience of touring drama, musicals or live music.	✓		AF/ I
1.2	Demonstrable experience of stage lighting including rigging, patching, reading a plan, colour calls, focusing, plotting and basic design work	✓		AF/ I
1.3	An organised but flexible approach and calm under pressure, with good time management skills and ability to work under your own initiative.	✓		AF/ I
1.4	Experience of programming and operating either (or both) ETC desks and in addition Grand MA desks	✓		AF/ I
1.5	Ability to work and (when required) lead a team.	✓		AF/ I
1.6	A good level of electrical safety at work knowledge either to a recognised standard or to a competent level, including 3 phase power, PAT testing,	✓		AF/ I
1.7	Up to date knowledge of H&S legislation including but not limited to, Working at Height, Manual Handling, LOLER and risk assessments.		✓	AF/ I
1.8	Experience of working with CAD systems, or the ability to read and interpret scale drawings, ground plans, sections and hanging plots		✓	AF/ T/I
1.9	Basic Microsoft Office Skills	✓		AF/ T/I
1.91	Willingness to work evenings, weekends and public holidays as required.	✓		AF/ T/I
2.	COMPETENCIES			
	LEADING AND SUPERVISING			
2.1	a. Provides others with a clear direction b. Sets appropriate standards of behaviour c. Delegates work appropriately and fairly d. Motivates and empowers others e. Provides staff with development opportunities and coaching f. Recruits staff of a high calibre	✓		AF/ T/I
	WORKING WITH PEOPLE			
2.2	a. Demonstrates an interest in and understanding of others b. Adapts to the team and builds team spirit c. Recognises and rewards the contribution of others d. Listens, consults others and communicates proactively e. Supports and cares for others f. Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses	✓		AF/ T/I

	REQUIREMENTS	Essential	Desirable	Assessed
2.3	RELATING AND NETWORKING a. Establishes good relationships with customers and staff b. Builds wide and effective networks of contacts inside and outside the organisation c. Relates well to people at all levels d. Manages conflict e. Uses humour appropriately to enhance relationships with others	✓		AF/ T/I
2.5	DELIVERING RESULTS AND MEETING CUSTOMER EXPECTATIONS a. Focuses on customer needs and satisfaction b. Sets high standards for quality and quantity c. Monitors and maintains quality and productivity d. Works in a systematic, methodical and orderly way e. Consistently achieves project goals	✓		AF/ T/I
2.6	ADAPTING AND RESPONDING TO CHANGE a. Adapts to changing circumstances b. Accepts new ideas and change initiatives c. Adapts interpersonal style to suit different people or situations; d. Shows respect and sensitivity towards cultural and religious differences e. Deals with ambiguity, making positive use of the opportunities it presents	✓		AF/ T/I
3	EDUCATION AND TRAINING			
3.1	A minimum of 3 GCSE grade A*-C passes, including in English and Mathematics.	✓		AF
3.2	ABTT training qualifications or a degree or diploma in technical theatre.		✓	AF
3.3	IOSHH or CIEH H&S qualification		✓	AF
3.3	Working at Height Training, PASMA / Access Equipment Training, Rope Rescue Training.		✓	AF
3.4	First Aid at Work qualification		✓	AF
3.5	A recognised Electrical qualification or training (i.e. City and Guilds or basic electrical safety training)		✓	AF