

*The Royal Court is the writers' theatre. It is the leading force in World theatre for vigorously cultivating writers – undiscovered, new and established. Through the writers we are at the forefront of creating restless, alert, provocative theatre about now. We seek stories from everywhere and create theatre for everyone and we see our audience as one of our chief collaborators.*

**Applications are invited for the post of: Head of Lighting**  
**Responsible to: Head of Production**

The Royal Court is the home of the English Stage Company Limited (ESC) and is the UK's leading theatre dedicated to new writing.

Up to 16 plays a year are staged between two theatre spaces (the Jerwood Theatre Downstairs and the Jerwood Theatre Upstairs) at the Royal Court's home on Sloane Square. Over 100,000 people visit the Royal Court every year and over 100,000 more see our work elsewhere, including transfers to the West End and New York, National and International touring, London residencies in Tottenham and Pimlico, and online.

A significant amount of play development activity takes place year-round. This work aims to find and nurture the most talented new writers and develop the highest quality plays, for which the Royal Court is internationally renowned. There is an ongoing programme of writers' attachments, readings, workshops and playwriting groups.

The Royal Court Theatre also has two commercial subsidiaries, Royal Court Theatre Productions Ltd (RCTP), which facilitates the transfer of Royal Court productions to the West End and ESC Catering Limited set up to run the catering operation at the theatre. The Royal Court is the home of the English Stage Company Limited (ESC) and is the UK's leading theatre dedicated to new writing.

### **Main Purpose**

The Head of Lighting is responsible for the delivery and management of lighting and video requirements across all Royal Court productions and related projects, and for the safe management of electrical power within the building. They will be expected to manage all departmental resources (physical, human and financial) carefully and efficiently, supporting the interests of the Royal Court at all times.

The Head of Lighting will also support the Head of Production in the management of the building facilities, along with other Production Heads of Department.

This is a key position within the Production team at the Royal Court, combining hands on practical skills with leadership and management of a core team of 3 staff, plus freelance / casual technicians hired for each productions.

### **KEY RESPONSIBILITIES**

#### **Productions**

- Working closely with the Lighting Designers, Video Designers and Production Managers of individual productions to realise designs on schedule and within allocated resources, ensuring the lighting team works efficiently and professionally at all times.

- Supporting the Production Manager during the pre-production / planning period for each show, attending design presentation meetings and liaising with designers and directors.
- Ensure all productions, performances, events and activities are appropriately staffed within allocated resources
- Scheduling lighting crew for the running of each fit ups for productions in both spaces at the Royal Court.
- Managing all lighting aspects of technical rehearsals, supporting the work of the Director, Design team and Production Manager at all times.
- Liaising with visiting companies regarding electrical and lighting matters, preparing and sending out technical specs and providing advice and support.
- Attending and contributing to production meetings for shows.
- Facilitating accessible performances and working with the Theatre Manager to plan and deliver these.
- Leading and Managing lighting crew for Royal Court productions and events offsite or in other venues if required.
- Liaising with the Administration and Producing Department on scheduling, logistics and any other issues which may rise during the production process.

### **Health and Safety**

- Leading on all matters relating to health and safety for the Lighting Department and ensuring best practice at all times, when working on stage and in backstage areas
- Ensuring the workshop areas are safe, well managed and kept clear, clean and tidy at all times.
- Risk assessing all the work undertaken by the Lighting Department, keeping records of all risk assessments and reviewing these at least annually.
- Creating method statements for all tasks where there are potential health and safety risks
- Ensure that all permanent and casual staff are fully trained and aware of their responsibility to abide by and uphold the correct health and safety procedures and methods of working.
- Ensure any accident or near miss is reported to the Theatre Manager, completing accident forms and any other necessary paperwork in a timely manner.
- Actively promoting a positive health and safety culture and environment at all times when working at the Royal Court and elsewhere on behalf of the company.
- Being fully conversant with the Royal Court's health and safety policy and contributing to the review of this policy.
- Acting as an appointed first aider and Fire Marshall if required

### **Departmental Management**

- Overseeing the recruitment, training and management of the permanent lighting department staff and freelance lighting technicians to support the team on fit ups, get outs and other busy times.
- Ensuring that the performance of permanent staff is assessed through supervision meetings and the annual appraisal process
- Supporting the permanent staff in their professional development, identifying appropriate training opportunities and monitoring their performance to identify any potential training needs and liaising with the General Manager on training provision.
- Building and continually refreshing a pool of reliable and suitably qualified casual / freelance staff, developing and maintaining these relationships.
- Participate in departmental administrative and HR systems, logging absence, managing any issues which arise from unauthorised absence, monitoring sickness

absence and ensuring planned holidays are taken at operationally appropriate times.

- Liaising with the Head of Production and General Manager on all HR matters relating to the Lighting team to ensure they are kept informed about any potential issues.
- Calling and leading regular departmental meetings and attending scheduling meetings, and design meetings on behalf of the team.
- Providing technical support and management for other departments as required.

### **Budgets and Finance**

- Managing Production budgets for the lighting and, when required, video elements of all shows.
- Manage budgets for freelance and casual lighting and video technicians for each show, providing the Production Manager with an estimate of casual labour costs on each production and ensuring all overtime is appropriate authorised and allocated to the correct budget.
- Overseeing and checking weekly timesheets for all lighting staff (permanent and casual) and ensuring these are accurate and submitted to the finance department in a timely manner.

### **Sustainability**

- Supporting the Royal Court's Sustainability policy and action plan, contributing to the development of these initiatives to ensure we continue to work sustainably and strive to reduce energy consumption and manage resources responsibly.
- Responsibility for ensuring the Lighting Department remains committed to sustainable practices
- Attending and contributing to the Sustainability steering group meetings and supporting the General Manager in monitoring and reporting on energy usage throughout the building.

### **General**

- Manage the maintenance of the building's lighting and low voltage electrical systems.
- Take responsibility for the electrical installations of wiring and special projects, ensuring all annual inspections take place
- Responsible for maintenance of all equipment associated with the lighting department and managing existing service contracts.
- Manage the annual PAT testing within the building, both Production and non-production equipment
- Advise on the purchase of new lighting equipment when necessary, keeping up to speed with technical industry developments and obtaining and negotiating quotes from suppliers
- Building and maintaining excellent relationships with suppliers and negotiating beneficial deals for hire and purchase of lighting equipment.
- Play an active part in development, promotion and implementation of company policies: access, sustainability, health and safety and equality and diversity.
- Attend regular company, staff and scheduling meetings

This job description is a guide to the nature of the work required by the Head of Lighting and the post holder may be required to undertake other duties appropriate to the senior nature of the post as agreed with the Executive Management Team.

### **PERSON SPECIFICATION:**

- Previous experience as Chief, HoD or Deputy in the lighting department of a producing theatre
- Experience of managing a staff team in a busy working environment and over multiple projects.
- Excellent practical lighting / electrical skills
- Experienced in the use of video in stage productions and events
- Ability to work well under pressure and to deadlines
- Excellent organisational and time management skills
- Previous experience of budget management
- Willingness / ability to work collaboratively, alongside other departments within the production team and the wider organisation
- Previous experience of supporting designers and creative teams and the interpersonal skills required to do this with confidence and sensitivity. The successful applicant should understand the pressures surrounding artistic endeavour and be able to respond to problems creatively, calmly and positively
- Excellent communication skills and a demonstrable knowledge of IT packages – Microsoft Office, CAD, Vectorworks and Lightwright
- Comprehensive knowledge of relevant health and safety legislation and risk assessment.
- Experience in building electrical maintenance is essential and formal qualifications are desirable

#### **TERMS & CONDITIONS:**

Title of post:	Head of Lighting
Hours:	Average 48 hours per week, including evenings and weekends.
Contract:	Permanent.
Salary:	£42,000 per annum.

#### **Pension:**

The Royal Court Theatre (RCT) offers a contributory Group Personal Pension Scheme for all permanent employees and an Auto Enrolment Scheme.

Employee contributions to the Group Personal Pension Scheme of between 2-5% will be matched by ESC. The contribution from the RCT is dependent on the employee making a contribution. If you choose to pay your pension via salary sacrifice or exchange this will have an effect on the level of some statutory leave payments.

The Auto Enrolment Scheme currently operates at a contribution level of 5%: 3% from the employee and 2% from the employer.

#### **Other Benefits:**

- Complimentary tickets for preview performances, subject to availability and the Royal Court's staff ticket policy.
- Interest free season ticket loan, cycle to work scheme, free life assurance, subsidised exercise classes, childcare voucher scheme
- Discount on meals and drinks in the Royal Courts bar and Kitchen.
- Discount on all purchases in the theatre's Bookshop, subject to discount policy.

**Application Procedures:**

Please note that only applications submitted on the Royal Court's standard Application Form can be considered, **CVs are not accepted.**

Application Forms can be downloaded from: <https://royalcourttheatre.com/about/jobs/>  
Once the Application and Equal Opportunities Forms are completed please return, by the closing date below;

By Email: [recruitment@royalcourttheatre.com](mailto:recruitment@royalcourttheatre.com)

By post: Recruitment, English Stage Company, Royal Court Theatre,  
Sloane Square, London SW1 8AS

**Closing date for applications: 10am Tuesday 22 May 2018**

**Interviews to be held: w/c Monday 28 May 2018 Exact date tbc.**

The ESC is an equal opportunities employer. Applications from Deaf and disabled people are welcome. We aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, colour, nationality, disability, ethnic or national origins, class, marital status, civil status, sexual orientation, gender re-assignment, age, or religious belief.

The English Stage Company (no. 231242) is a publicly funded registered charity