

APPLICATION PACK - Deputy Head of Lighting

Thank you for your interest in this role. You will find information about the organisation and the role in the following pages, along with details of how to apply. Please read this information before you submit your application.

ABOUT THE ROYAL COURT

The Royal Court Theatre 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.

The uniqueness of our environment enables writers to ask questions we don't yet know need to be asked in ways we cannot yet imagine, inspiring audiences and influencing future writers.

Through the writers we strive to constantly reinvent the theatre ecology. We seek to find, cultivate, and create tomorrow's major writers and the classic plays of the future.

We seek stories from everywhere and create theatre for everyone, and we see our audience as one of our chief collaborators.

We invite and enable conversation and debate, allowing our writers and their ideas to reach and resonate beyond the stage, and the public to share in the thinking.

The Royal Court is committed to fostering an inclusive, socially just culture in which everyone feels they belong. We are an equal opportunities and disability confident employer. We seek a representative workforce for our city and we warmly welcome and commit to interview applicants with protected characteristics who meet the criteria for this role.

VALUES

ACUTE + RESTLESS

We're driven by the need to unsettle pre-conceived ideas of theatre, applying intuition and acute intelligence to every script. We involve our audience in questions about what theatre could be and how it shapes our world. We want to make theatre history now.

INTELLECT + DEMOCRACY

We're unflinching in our intellectual bite and the stringency of our thinking.

We want to shatter the illusion that ideas are for the few, throwing open the best thinking and critical debate to a broad audience.

EMPATHY + DISRUPTION

We can't act alone. Together, we listen, respond and adapt, offering a sustaining and vital playground for experiment and ideas. We're bold and flexible, embracing positive disruption and the unpredictable.

APPLICATION PROCESS

Please use the online application form to apply. A link to this form can be found on the jobs page of our website www.royalcourttheatre.com. <https://royalcourttheatre.com/about/jobs/>

The online application form will ask for the following things:

- Your personal contact information.
- Your NI number and / or any work permit details.
- Some equal opportunities data (optional)
- Your responses to 3 questions.

The 3 Questions for this role will be:

1. Why are you suited to this role? Please summarise your skills, knowledge and experience to demonstrate how you meet the essential criteria in the person specification
2. Can you give us your understanding of the production process at a mid-scale theatre like the Royal Court?
3. Can you tell us about a project that you worked that was especially challenging and why?

Please answer these questions within the Survey Monkey form. We are including them here so you have them for your reference and in response to feedback from recent recruitment.

You will also be asked to upload your CV as a word document or pdf file.

We will confirm receipt of your application via email.

We will review all applicants' responses to the 3 questions and score these against the essential knowledge, experience and skills in the person specification alongside the CV to achieve a shortlist of people we will then invite to interview.

Candidates who currently have a valid work permit allowing them to work in the UK for the duration of this contract are welcome to apply. Unfortunately, we are unable to consider applications for this role which would require us to obtain a certificate of sponsorship or permit to work in the UK.

Please let us know if you would like further information, support with access requirements or an informal chat about the role. You can contact us on recruitment@royalcourttheatre.com

You can also email us if you would like to submit your application in a different format or experience any difficulties with the Survey Monkey form.

CLOSING DATE FOR APPLICATIONS: 22nd August 2023

INTERVIEWS

First round Interviews will take place at the Royal Court on either **4th or 5th September**

The interview panel for all rounds will be confirmed in advance with you.

We will respond to all candidates within 2 weeks of the application deadline regardless of whether they have been selected for interview or not.

ABOUT THIS ROLE

Job Title: Deputy Head of Lighting

Line Manager: Head of Lighting

MAIN PURPOSE

The Deputy Head of Lighting supports the Head of Lighting in the delivery and management of technical lighting requirements for all Royal Court productions across two theatres and related projects, contributing to and upholding the highest production values and ensuring all technical work is undertaken safely and efficiently and within allocated resources.

The applicant will work with lighting designers, directors and other creatives across the process to deliver productions.

The Lighting Department is responsible for the delivery of video and projection in our productions and the Deputy Head of Lighting will need to be knowledgeable about theatrical video techniques and confident in working with video equipment and fault finding.

This is a key role within the Production team at the Royal Court, combining excellent technical ability with the people skills and experience to support the Head of Lighting in the management of the team. The Lighting department is one of four Production departments at the Royal Court – the others are Stage, Sound and Costume.

RESPONSIBILITIES:

Productions

- Work alongside the Head of Lighting to organise the efficient running of the lighting department on all productions, events and hires within the Royal Court programme
- Deputising for the Head of Lighting as necessary reporting back all relevant issues
- Working with the creative team of each production in realising their design
- Managing and running lighting and video budgets for productions.
- Updating drawings and lighting documentation using Vectorworks & Lightwright
- Archiving show information for future use.
- Programming the lighting as required for events or production purposes.

- Supervision of the Lighting Technicians & Freelancers working on specific projects and productions
- Liaison with visiting companies regarding all electrical, lighting and video matters
- Building and maintaining a good working relationship with contractors and suppliers used by the production department generally.
- Assisting the Head of Lighting and the Head of Production with the management of energy consumption and to continue exploring green issues within the company

Departmental Management

- Alongside the Head of Lighting, organise the smooth running and management of all needs by the lighting department.
- Supervise staff working on rigging and general maintenance
- Providing support for other technical and general departments as required.
- Lead on projects as decided with the Head of Lighting and Production team.

Maintenance

- Overseeing and managing the lighting department's maintenance periods each year
- Taking responsibility for the maintenance of all equipment associated with the lighting department, including PAT testing within the building, both Production and non-production equipment
- Sharing responsibility with the Head of Lighting for the electrical installations of wiring and special projects, ensuring all annual inspections take place, working alongside electrical contractors as necessary.
- Building and maintaining a good working relationship with contractors and suppliers used by the lighting department.

Health and Safety

- Supporting the Head of Lighting in ensuring the best health and safety practice
- Ensuring the theatre and working areas are kept clear and safe at all times.
- Promote a positive Health and Safety culture and environment at all times.
- Being fully conversant with the Royal Court's health and safety policy and supporting key staff with overall responsibility for management of health and safety.
- Acting as an appointed first aider and Fire Marshall if required.

Sustainability

- Supporting the Head of Lighting in upholding the Royal Court's sustainability policy, ensuring we continue to work sustainably and strive to reduce energy consumption and manage resources responsibly
- Working with the lighting team to ensure the department remains committed to sustainable practices and contributing to the ongoing development of our practice by suggesting new initiatives.

General

- Attend regular staff and company meetings

- Play an active part in development, promotion and implementation of all company policies including anti-racism, anti-oppression, representation, access, environmental sustainability and health and safety, and ensure the Development team adhere to these policies
- Attend Royal Court productions, readings and other events when required
- Keeping up to date with current lighting technology and best practice.
- Providing ongoing guidance, support & training to other technicians within the lighting department
- Working on projects in conjunction with other departments within the building, and supporting the Theatre Manager and FOH / Bar and Kitchen staff on external hires and one off projects.

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

PERSON SPECIFICATION

Essential:

- Previous experience of working at a senior level in a theatre lighting team.
- Experience of working with professional lighting designers on productions, with an approachable and supportive nature, sympathetic to the designers' visions and concepts
- A solid understanding of the production process.
- Knowledge and experience of using ETC Eos Family Consoles and networking
- A good working knowledge of video installation, equipment and the delivery of video design.
- Experience of managing and running teams
- Excellent communications skills
- Strong IT skills including Microsoft Office, Vectorworks, Lightwright
- Knowledge of other control software, such as Concert, Paradigm and QLAB are desirable, but an aptitude for learning new software, approaches or skills is essential.
- A positive attitude and willingness to support and help others
- Ability to respond to problems creatively, calmly and positively.
- A keen interest in new technology and the wider industry

Desirable:

- A formal electrical qualification, whilst not essential, is a desirable skill. A degree of comprehension and understanding of electrical installations; both temporary and permanent is required.
- Harness training and an IPAF licencing is desirable, though training will be given.

TERMS AND CONDITIONS

The rates of pay, conditions of employment, and overtime agreement conform in principle to the prevailing SOLT/BECTU terms and conditions. Inevitably there are a few areas where Royal Court working practices vary from those in the SOLT/BECTU agreement, and these can be clarified on request.

Hours: 40 hours per week, 5 days a week

Due to the nature of this role evening and weekend work will be required and you may be asked to work additional hours on a regular basis and some overtime will be expected during busy periods.

Contract: **Permanent (subject to a 6 month probationary period)**

Salary: £34,840 per annum (£670 Per Week) (BECTU Grade 2) with Overtime as per SOLT/BECTU agreement.

Holiday Entitlement: 25 days per year, plus 8 days for statutory holidays.

Pension: The English Stage Company operates a defined contribution pension scheme. All eligible staff members will be automatically enrolled after three months' service and contributions will be made at the current rates as set by the Pensions Regulator, which is 8% of qualifying earnings (3% employer/5% employee). For more details, please visit: <https://www.gov.uk/workplace-pensions/joining-a-workplace-pension>
All permanent members of staff who have completed their probation period are entitled to join the English Stage Company's salary sacrifice pension scheme, where contributions will be matched up to a maximum of 5% of gross salary provided that the minimum total contribution under auto-enrolment rules is met.

Other Benefits:

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