

Royal & Derngate

Job Description

Department:

Technical

Job Title:

Deputy Head of Lighting and Sound (Royal and Derngate)

Responsible to:

Head of Lighting and Sound (Royal and Derngate)

Responsible for:

Technician (Maintenance), part time technical staff and in association with the Technical Manager: Royal and Derngate and associated backstage, stage & technical performance areas.

Job Purpose:

Working with the Head of Lighting & Sound, to ensure the practical organisation and provision of production lighting, sound and AV services, for Royal and Derngate performances and events, and where necessary, associated spaces ensuring that technical services are delivered to a high quality.

Key Task Areas:

- Promote and provide excellent Customer Service.
- Day to day operation of stage electrics, sound, AV services and the supervision of relevant staff.
- To ensure that safe working practices are observed in line with the departments RAMS policy and procedures.
- Upkeep and maintenance of backstage and auditorium electrical systems.
- Support the Head of Lighting & Sound with the booking and management of part time technical staff.
- Upkeep and maintenance of backstage and auditorium electrical systems.
- To assist in maintaining accurate records of all expenditure relating to the department
- To ensure that technical work is completed to a consistently high standard of presentation.
- Working with the Head of Lighting & Sound provide day to day liaison with incoming companies(produced and received), including close liaison with the Technical Manager, to ensure that equipment and facilities are appropriately prepared for visiting companies, production weeks and internal events.
- To assist in giving induction training to new, full and part time departmental staff
- Working with the Head of Lighting & Sound be responsible for the safe installation and maintenance of portable electrical technical equipment in the backstage area.
- Assist with the routine, scheduled and ad-hoc maintenance of backstage and auditorium electrical systems, and to inform and liaise with Maintenance Department over other maintenance work

Produced work in Royal and Derngate:

- To make sure all equipment is rigged, operated and maintained and available for when needed.
- To assist visiting lighting and sound designers to achieve the highest possible technical standards
- To attend meetings as and when required.
- To give induction training to new, full and part time departmental staff

- To maintain up to date knowledge of current and new equipment and practices
- Working with the Head of Lighting & Sound to be responsible for the safe storage, installation and operation of pyrotechnic and special effects equipment.
- To ensure risk assessments are carried out in the department to an appropriate level.
- To deputize for the Head of Lighting & Sound on Derngate technical matters in their absence.
- Promote and adhere to the organisation's culture and values.
- To be aware of, adhere to, and implement any legislative requirements consistent with overall duties of this post, with particular regard to Health and Safety policies and procedures, General Data Protection Regulations and Equality Act 2010.
- To adhere at all times to the procedures laid down in Northampton Theatres Trust's Financial Regulations.
- To undergo relevant training and development required by the Head of Lighting and Sound.
- To carry out any other tasks that will, from time to time be allocated by the Head of Lighting and Sound on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.

This post may be subject to an Enhanced Disclosure Check with the Criminal Records Bureau

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Person Specification

Essential	Desirable
<p><u>Experience</u></p> <ul style="list-style-type: none"> • Proven experience of working in a busy receiving house • Proven experience of technical delivery of presented work in receiving theatre • Proven experience of managing full & part time staff <p><u>Knowledge/Qualifications</u></p> <ul style="list-style-type: none"> • Understanding and commitment to live performance • Lighting/sound and or AV equipment use and maintenance • Effects equipment use and maintenance • Theatre & Licensing requirements • Health & Safety At Work Act 1974 and other legislative requirements • Lighting Board Programming & Operation <p><u>Skills/Abilities</u></p> <ul style="list-style-type: none"> • IT literate (Word, Excel) • Stage, and flying systems, rigging techniques • Excellent organisational skills • Excellent communication skills, both oral and written • Good people management skills • Attention to detail • Team Player • Flexible approach to working hours • Calm, particularly under pressure • Courteous & enthusiastic • Problem solver • Customer orientated • Motivated leader • Supportive • Proactive 	<p><u>Experience</u></p> <ul style="list-style-type: none"> • Proven experience at supervisory level in either Electrics or Sound • Working within a venue with large and active education programme • Proven experience of technical delivery of produced work in repertory theatre • Experience of delivering large corporate events • Lighting and/or sound design experience • Experience of technical delivery in a large multi format performance space. <p><u>Knowledge/Qualifications</u></p> <ul style="list-style-type: none"> • An understanding of subsidised /commercial theatre. • C & G 236, or 1820; NVQ or other appropriate electrical qualification • First Aid at Work certificate • IOSH Managing Safely • Operational, maintenance experience of building plant, HVAC <p><u>Skills/Abilities</u></p> <ul style="list-style-type: none"> • Managerial skills • Sound design • Lighting design • Staff Training and Development skills • Diplomacy • Sense of humour

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Summary of Terms & Conditions

Job Title	Deputy Head of Lighting & Sound
Contract	Full-time - Permanent position
Salary	£25,000 per annum paid monthly on 20 th of each month.
Hours of Work	40 hours per week Averaged over a four week period.
Work Location	Royal & Derngate, Guildhall Road, Northampton NN1 1DP.
Holidays	Holiday year April – March 31 days per annum (including 8 days statutory holiday) - pro-rata in 1st year 33 days per annum after 3 years continuous service 36 days per annum after 5 years continuous service
Notice Period	4 weeks (once completed probationary period)
Subject to:	Satisfactory References Probationary period – 6 months Compliance with Immigration, Asylum and Nationality Act 2006 and the Immigration Act 2016
Pension Scheme	Contributory staff pension, 5% employee and 3% employer. NTT pension scheme is provided by NOW pensions. NTT will contribute after 3 months service
Additional Benefits	Free Employee Assistance Programme run by Health Assured Complimentary tickets available on selected shows throughout the year. 10% discount at our bars and theatre shop.