

# ROYAL & DERNGATE --- NORTHAMPTON

## **Deputy Head of Lighting and Sound** **Large Print Version**

### **Advert**

We have a fantastic opportunity for a motivated leader to join our talented technical team in this key role of Deputy Head of Lighting and Sound. The ideal candidate will have proven experience of technical delivery within a busy receiving theatre, have a track record of managing successful teams, have good knowledge of the use and maintenance of lighting, sound and AV equipment and will be committed to producing a high quality level of work to uphold Royal and Derngate's standards.

### **Job Description**

**Department:** Technical

**Job Title:** Deputy Head of Lighting and Sound

**Responsible to:** Head of Lighting and Sound

**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**

## **Person Specification**

### **Essential Criteria:**

#### **Experience:**

- 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

## **Knowledge/Qualifications:**

- 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

## **Skills/Abilities:**

- 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

## **Desirable Criteria:**

### **Experience:**

- 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.

### **Knowledge/Qualifications:**

- 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

### **Skills/Abilities:**

- Managerial skills
- Sound design

- Lighting design
- Staff Training and Development skills
- Diplomacy
- Sense of humour

## **Summary of Terms & Conditions**

**Job Title:** Deputy Head of Lighting and Sound

**Contract Type:** Full-time permanent position

**Salary:** £25,000 per annum paid monthly on 20<sup>th</sup> 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, 6 month probationary period and 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 and 10% discount at our bars and theatre shop.

**Closing Date: Friday 21<sup>st</sup> January 2022**

**Interviews: WC-24<sup>th</sup> January 2022**

## **How To Apply**

Please submit a Covering Letter (no more than 2 sides of A4) stating your relevant experience, knowledge and skills for the role along with your CV.

We are an inclusive organisation, committed to fair recruitment, and equality of opportunity. We particularly welcome applications from those whose backgrounds are currently under-represented in our workforce and in the Arts more widely. We want to encourage socio-economic diversity, as well as representation from ethnically diverse groups, people who

identify as D/deaf and disabled and/or those who identify as LGBTQ+.

As part of our commitment to being an inclusive employer, we would like you to complete an equal opportunities monitoring form. You will receive an email from us to acknowledge your application which will include a link to complete this.

Royal & Derngate are a PIPA (Parents and Carers in Performing Arts) Charter Partner, striving towards creating a more family friendly working environment. We encourage proposals from anyone who requires flexible working/job share/remote working around caring responsibilities, and anyone looking for a positive work/life balance.