







ADRIAN LESTER | COST OF LIVING

TAMSIN GREIG | PEGGY FOR YOU

MAISIE WILLIAMS & ZAC WYATT | I AND YOU

# HAMPSTEAD THEATRE RECRUITMENT PACK **DEPUTY HEAD OF LIGHTING**

Thank you for your interest in the role of **DEPUTY HEAD OF LIGHTING** at Hampstead Theatre.

#### Who we are

Hampstead Theatre is a theatre that punches above its weight. Progressive, forward-thinking, a local theatre with international reach.

We like stories that haven't been told before, or are told in a way you haven't heard before. Plays where you care about the people, where something in the soul of it captures you.

## **Working towards an inclusive culture**

Hampstead Theatre celebrates diversity and inclusion in everything we do – the audiences we welcome, the colleagues who work here, the artists who create work and those who take part in our ever-growing participation programmes in the local community and beyond.

Everybody who engages with Hampstead Theatre should feel able to express their full selves and we take seriously our commitment to removing any barriers, whether visible or invisible, which prevent anyone from doing so.

If you would like to help us work towards an inclusive culture, we want to hear from you.

### How to apply

To apply for the position,

1. Complete the form which can be found here: https://forms.office.com/r/FmHWZXS83v

The form will ask for your personal contact details and ask the following questions:

- Q1 Why are you interested in the role?
- Q2 How does your previous experience make you a suitable candidate for this position?
- Q3 What professional achievement are you most proud of?

You will also be asked to upload your CV.

2. Complete the personal characteristics form which can be found here: https://forms.office.com/r/HJxXv10t3u

All information is kept confidential and not used for shortlisting. We use anonymized data to measure progress against our Diversity Action Plan.

The deadline for applications is **Midday on Monday 1st August 2022.** 

Interviews are likely to be held during w/c 1st August 2022







SARAH STEELE & ARIAN MOAYED | THE HUMANS

MARIAM HAQUE | FOLK

**ARETHA AYEH & MARIÈME DIOUF | THE HOES** 

# JOB DESCRIPTION

## **DEPUTY HEAD OF LIGHTING**

Reports to: HEAD OF LIGHTING

Responsible for: FREELANCE SHOW AND TECHNICAL STAFF

At Hampstead Theatre we create progressive, thought provoking and original theatre, working with the best creative talent, including experienced and emerging lighting, sound and video designers.

We are looking for a talented Deputy Head of Lighting to work with our Head of Lighting and help deliver all lighting, sound and audio visual aspects of 14 productions across our main stage and studio every year.

If you're from a theatre electrics background, are confident supporting creatives to realise their best work and are able to work collaboratively and programme for Lighting Designers, we would love to hear from you.

#### **Responsibilities include:**

## **Production**

Working closely with the Head of Lighting:

- Facilitating, overseeing and realising the electrical requirements for all productions including lighting, sound and AV as required by directors and designers.
- Attending production meetings, rehearsals, technical rehearsals, get-ins, get-outs and performances as required.
- Assisting with and running rigs, de-rigs and focus sessions in the Main House and Studio.
- Liaising with Lighting, Sound and Video designers and Production Managers to create accurate plans and ensure thorough preparation of each production.
- Designing, building and fitting-up electrical effects and practicals as required.
- Programing ETC lighting consoles in the Main House and Studio.
- Operating performances on a rota basis and producing relevant show paperwork.
- Deputising for the Head of Lighting in their absence.

#### **Staffing**

- Assisting with recruiting, scheduling and managing all technical staff
- Promoting good working practices and maintaining high production values at all times.

## **Health & Safety**

- Following Health & Safety in all backstage and onstage areas, adhering to the in-house Health & Safety policy and with Health & Safety regulations generally.
- Contributing to risk assessments for all electrics related activities.
- Servicing of lanterns, cables, other stage equipment and all electrical and sound equipment, including portable appliances in compliance with Electricity at Work Act, and maintaining accurate records thereof.
- Maintaining COSHH, LOLER and any other Health & Safety records relevant to the department as required and directed by the Head of Lighting.

#### General

- Ensuring all electrical equipment is appropriately stored, maintained and serviced.
- Carrying out regular building lamp rounds.
- Working cooperatively alongside all other departments to achieve show, maintenance and other buildingwide objectives and to maintain high standards.
- Ordering new equipment and consumable supplies as necessary in accordance with departmental budget and accounting procedures.

## The following responsibilities apply to all Hampstead Theatre staff:

- Participating actively in the life of the theatre.
- Complying with Hampstead Theatre's Diversity, Health & Safety, Environmental Sustainability, GDPR and other policies at all times.
- Carrying out administrative work generated by the above activities.

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.



JADE ANOUKA & RORY FLECK BYRNE | THE PLEBOTOMIST BENEDICT WONG | #AIWW

PAUL MCGANN & GINA MCKEE | THE FOREST

# PERSONAL SPECIFICATIONS

# **DEPUTY HEAD OF LIGHTING**

- Knowledge and experience of theatre electrics to a high standard.
- Direct experience of lighting rigging and operation.
- Ability to work collaboratively with and program for upcoming and experienced Lighting Designers.
- Experience of programming ETC consoles and moving lights.
- Good knowledge of lighting networking systems.
- Good electrical knowledge and practical making skills.
- Knowledge of current theatrical Sound & Video practices.
- Basic moving light repair and maintenance experience.
- Awareness of Health & Safety issues relevant to the role.
- Highly organised, with an ability to prioritise and multi-task.
- Flexible, responsive and a team player.
- Good communication skills.
- Ability to remain calm whilst working under pressure.
- Available to work scheduled evenings and weekends.
- Ability to carry out the physical demands of the job.
- Ability to interpret and work from technical drawings.
- Ability to comfortably work at height.

# **DISABILITY CONFIDENT EMPLOYER**

All disabled candidates who demonstrate they meet the essential criteria in the person specification will be invited for interview.

If this application process is not appropriate for you for whatever reason, please contact us to discuss an alternative approach by emailing jobs@hampsteadtheatre.com.





SHARON D. CLARKE | CAROLINE, OR CHANGE

KAE ALEXANDER & COLIN MORGAN | GLORIA

## **TERMS & CONDITIONS**

## **DEPUTY HEAD OF LIGHTING**

**Salary** - £31,438 p.a.

**Hours** – This is a full-time position. A normal working week would consist of 43 hours, Monday to Saturday. Overtime is payable for hours worked in excess of this and for hours worked overnight, on Sundays and on Public Holidays. Scheduled evening and weekend work will be required.

Holiday - 28 days' annual leave plus Public Holidays.

**Notice** – One week during probationary period, eight weeks thereafter.

#### Other benefits:-

Interest-free season-ticket travel loans.

Complimentary tickets for performances.

Employer's contribution to NOW! pension scheme.

10% discount at Hampstead Theatre's Café Bar.

## PRIVACY NOTICE

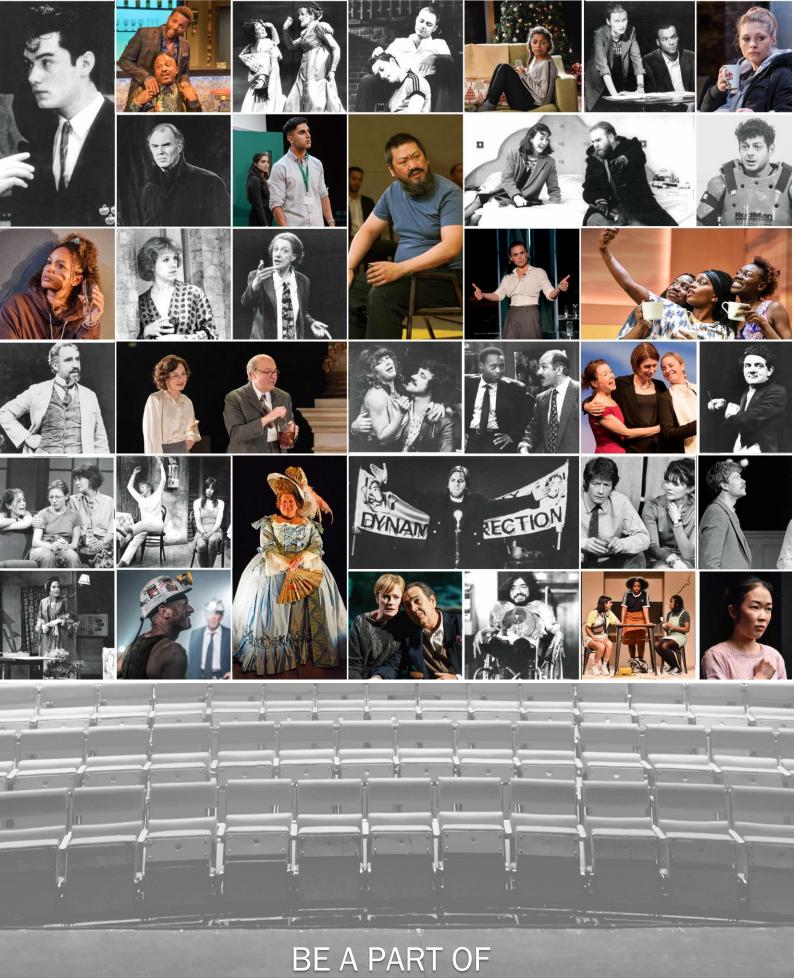
Hampstead Theatre takes its responsibility for protecting your personal information seriously. Hampstead Theatre's job application process will only request data relevant to verifying the identity of a candidate or determining their suitability for a position.

Access to the information contained within your application will be limited only to individuals administering the recruitment process or individuals shortlisting and/or interviewing. Occasionally, Hampstead Theatre may ask external parties to assist with shortlisting and/or interviewing. On these occasions, Hampstead Theatre will ensure external parties commit to following the same data protection principles as the theatre.

Your application and any correspondence will be kept for up to a year following the closing date before being deleted.

Applying for a position at Hampstead Theatre indicates your consent to your data being processed in the manner described above.

More information can be found here: <a href="https://www.hampsteadtheatre.com/company/privacy-policy/">https://www.hampsteadtheatre.com/company/privacy-policy/</a>



BE A PART OF
HAMPSTEAD HISTORY