HAMPSTEAD THEATRE RECRUITMENT PACK

DEPUTY HEAD OF LIGHTING

Thank you for your interest in the role of Deputy Head of Lighting at Hampstead Theatre.

To apply for the position, please complete the application form with particular emphasis on how you meet the person specification.

You should send your completed application form to [jobs@hampsteadtheatre.com](mailto:jobs@hampsteadtheatre.com).

The deadline for the application is Monday 8th of May.

DIVERSITY STATEMENT

Hampstead Theatre believes that theatre and the arts must be relevant and accessible to the many, not just to the few.

Hampstead Theatre is an equal opportunities employer opposed to any form of direct or indirect discrimination and aims to positively engage with people from all backgrounds.

We welcome applications from candidates from diverse backgrounds.

ACCESS STATEMENT

If this form is not an appropriate application method for you because of an impairment or disability please contact us to make alternative arrangements.

THE HAMPSTEAD STORY - ORIGINAL AMBITIONS.

Our belief: To entertain with originality

Our purpose: We believe the greater the ambition, the greater the impact

Welcome to Hampstead Theatre. We were born in a humble hut over fifty years ago. Our simple mission was to create original theatre without creative restriction. We quickly attracted a generation of talent that helped to redefine British Theatre. That not only entertained but propelled the art form forwards. From Harold Pinter testing out his early plays here to the likes of Mike Leigh, Michael Frayn, Brian Friel and Terry Johnson – to name just a few. Original thinkers, every one.

We’re still driven by the same ambition. To challenge, influence and shape the future of British theatre. To create the future mainstream - entertaining experiences that are original and ambitious. We see ourselves as part of a rich tradition that stretches back to the age of Shakespeare. A tradition that mixes craftsmanship with entrepreneurship. Commercial success with critical acclaim. And a creative eye that seeks out variety – from musicals like Sunny Afternoon to mould-breaking plays like *#aiww: The Arrest of Ai Weiwei* and *Chariots of Fire*. We were the first to turn a theatre into an Olympic park.

We left our hut a long time ago and now occupy London’s newest theatre. Purpose built for the 21st century to allow our writers, actors, directors and producers maximum creative flexibility. It’s from this base that we will take our work to the wider world. To the West End. To the Internet. And beyond. Our ambitions are big. We aim to move theatre forwards with new ideas, talent and energy to excite our audiences with the lateral, the fresh and the unexpected. It’s part of our belief that innovation, reinvention and surprise are the lifeblood of true entertainment. Here’s to the future – it belongs to those who cherish originality.

DEPUTY HEAD OF LIGHTING – JOB DESCRIPTION

Purpose of Post

The Deputy Head of Lighting supports the Head of Lighting in delivering all lighting aspects of Hampstead Theatre productions to the highest possible standards.

The Deputy Head of Lighting helps meet the creative requirements of artistic teams using theatre resources in a flexible and efficient way, as well as operating shows and programming for lighting designers.

The Production Department is led by the Technical Director and the department also includes a Head of Stage and a Deputy Head of Stage.

Freelance Production Managers, production sound technicians and stage management teams are recruited to work on a show-by-show basis.

Responsibilities include:

Production

Under the direction of the Head of Lighting:

* Facilitating, overseeing and realising the electrical requirements for all productions including lighting as required by directors and designers.
* Overseeing and undertaking rigging and focussing of lighting equipment.
* Attending production meetings, rehearsals, technical rehearsals, get-ins, get-outs and performances as required.
* Assisting and running rigs and de-rigs upstairs and downstairs.
* Designing, building and fitting-up electrical effects, practicals and dummies as required.
* Programming ETC lighting consoles in both the upstairs and downstairs spaces.
* Originating show roles on a production-by-production basis and producing the relevant paperwork as required.
* Providing constructive feedback about the production process to the Heads’ of Lighting, Stage and the Technical Director.
* Deputising for the Head of Lighting in their absence.
* Assisting in other areas of the Production Department as required.

Staffing

* Assisting the Head of Lighting with recruiting, scheduling and managing of all electrics staff
* Promoting good working practices and maintaining high production values within the electrics team 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 electrics elements of productions and general risk assessments for specific areas of work within the department.
* Servicing stage 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 building lamp rounds on a regular basis.
* Assisting in the hiring and lending of the theatre’s stock of electrics equipment and keeping accurate records.
* Planning and carrying out minor alterations and improvements to the theatre installation as necessary.
* Ordering new equipment and consumable supplies as necessary in accordance with departmental budget and accounting procedures.
* Ensuring that backstage areas are kept in an appropriate state at all times.

The following responsibilities apply to all Hampstead Theatre staff:

* Participating actively in the life of the theatre.
* Complying with Hampstead Theatre’s Equal Opportunities, Health & Safety 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.

Person Specification

Essential

* Previous professional experience in producing theatre.
* Knowledge and experience of theatre electrics to a high standard.
* Direct experience of lighting rigging and operation.
* Experience in working collaboratively alongside and programming for both upcoming and experienced Lighting Designers.
* Excellent knowledge of ETC Eos series lighting desks and programming ability.
* Good knowledge of lighting networking systems.
* Basic moving light repair and maintenance experience.
* Good electrical knowledge and practical making skills.
* Awareness of the importance of Health & Safety issues.
* Experience of working with and supporting Creative teams.
* Highly organised, with an ability to prioritise and multi-task.
* Flexible, responsive and a team player.
* Good communication skills.
* Ability to interpret and work from technical drawings.
* Ability to remain calm whilst working under pressure.
* Available to work scheduled evenings and weekends.
* Ability to comfortably work at height.

DEPUTY HEAD OF LIGHTING – TERMS AND CONDITIONS

Salary – c. £29,000 p.a. plus overtime.

Hours – This is a full-time position. A normal working week would consist of 43 hours based on a standard working week 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.

Contract – Permanent, after completing three months’ probation.

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.