



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

Thank you for your interest in the role of **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 applications is **Midday on 17 January 2022**.

Interviews are likely to be held during **w/c 17 January 2022**

### **Diversity Statement**

Hampstead Theatre is committed to reflecting the diversity of contemporary England in the work presented on stage, with colleagues who work here in whatever capacity and the audience we welcome. We must ensure we engage with people from a wide range of backgrounds and work to eliminate barriers, both actual and perceived, that prevent people from engaging with the theatre.

Hampstead Theatre's diversity action plan, which is reviewed regularly at board level, commits the organization at all levels to making positive, measureable and tangible changes to achieve these goals.

We are especially keen to receive applications from people who have experienced racism, trans people, non-binary people and disabled people.

### **Personal Characteristics Form**

We would be extremely grateful if you could help us to measure the progress of our Diversity Action Plan by completing an online Personal Characteristics Form, which can be found here: <https://forms.office.com/r/KFJfAqmEKM>

### **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  
[jobs@hampsteadtheatre.com](mailto:jobs@hampsteadtheatre.com).

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



## **Privacy Statement**

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 form will be limited only to those 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 form 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 on our privacy policy can be found here:  
<https://www.hampsteadtheatre.com/company/privacy-policy/>

## **HAMPSTEAD THEATRE: BACKGROUND INFORMATION**

Hampstead Theatre produces premieres – world premieres and UK premieres - of new stage works. It has been doing this for sixty years and has developed and maintains a mass audience who actively want to consume new work. This is almost entirely unique. Across the theatre industry, producing new work is considered high risk and is therefore undertaken seldom, with caution, and with the risk balanced by the presentation of safer repertoire. There are very few theatres in the UK solely focussed on producing premieres; of those, none operates as commercially as Hampstead or produces such a volume of work on an equivalent scale.

Hampstead invests heavily in developing new writing talent. It has 2 writers in residence, 25 writers under mentorship, 20 writers under full commission, 7 writers under license and 10 writers on its Inspire Young Writers' course (of these 64 writers, 60% identify as female and 39% as people of colour). And the work Hampstead does in nurturing, developing, 'bench-testing' and producing new repertoire feeds the wider industry. Thus, in the 12 months before lockdown, our 2014 Evening Standard Award winner, *Wonderland*, enjoyed a second sell-out season at Nottingham Playhouse, *Prism* toured the UK to general acclaim (also returning a profit to the theatre), whilst a second commercial tour of a recent success was only cancelled by producers due to Covid-19. In the past 5 years, Hampstead's work has been nominated for 10 Olivier Awards, winning 5. The theatre is also highly respected internationally: the last five seasons have included World or UK premieres of 11 major plays by foreign playwrights. During lockdown in April 2020, 6 plays from Hampstead's 'freestreaming' back-catalogue (recorded between 2013 and 2018) were restreamed over 6 weeks in association with the Guardian newspaper; these were viewed via nearly 200,000 machines (and therefore a much larger audience) of which over 70% were situated outside the UK.

The theatre produces 14 productions each year across its two auditoria. This makes it a major employer of creative talent. For creative artists of all disciplines it is one of the key theatres that make up the portfolio essential to a successful career. For actors and stage managers it is also a major employer: in 2019-20 it created over 700 work weeks for them, having the equivalent of an average 13.6 Equity members under contract each week. It also invests significant sums with the myriad companies that support theatre production (scenic construction, costume, Sound and Lighting Hire companies etc) in spending an annual production budget of between £2m and £2.5m.

Hampstead, then, enjoys unusually immense reach for a new writing house, and in its 60th season its influence on and contribution to the cultural scene, within the UK and beyond, is undisputed. The commercial imperative running through its heritage has given its work a distinctive character: accessible, entertaining and intelligent; the organisation "aims to shape the future mainstream by championing creative originality". The writers it helps develop relish the challenge of creating main stage work for a mass audience - and that work regularly goes on to stages beyond Hampstead via tours, transfers and fresh productions at regional repertory theatres. Many of those writers also go on to work in film and television. In this way, Hampstead makes a significant contribution both to national cultural life and to the British economy.



## **HEAD OF LIGHTING – JOB DESCRIPTION**

A vacancy has arisen at Hampstead Theatre for an exceptionally talented individual to join our production team, dedicated to creating exciting and original theatre.

The Head of Lighting is responsible for delivering all lighting, sound and audio-visual aspects of Hampstead Theatre productions to the highest possible standards.

The successful candidate will have previous professional electrics experience and experience of working with and supporting creative teams, plus proven leadership and organisational skills.

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

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

### **Responsibilities include:**

#### **Production**

- Facilitating, overseeing and realising the electrical requirements for all productions including lighting, sound and AV as required by directors and designers, within the budgetary confines and other parameters set by the Technical Director and visiting Production Managers.
- Adhering to budgets, keeping the Technical Director and visiting Production Managers fully informed of all areas of production expenditure, providing costings and seeking, where appropriate, authority for such expenditure in advance.
- Attending production meetings, rehearsals, technical rehearsals, get-ins, get-outs and performances as required.
- Planning, overseeing and undertaking rigging and focussing of all electrical equipment.
- Designing, building and fitting-up electrical effects, practicals and dummies as required.
- Operating shows in accordance with staff rotas.

#### **Staffing**

- Recruiting, scheduling and managing all electrics staff, promoting good working practices and maintaining high production values at all times.
- Ensuring appropriate training and induction is given to all electrics staff.

#### **Health & Safety**

- Implementing and overseeing Health & Safety in all backstage and onstage areas, adhering to the in-house Health & Safety policy and with Health & Safety regulations generally.
- Identifying hazards and completing suitable risk assessments for all electrics related activities.
- Ensuring that all Health & Safety maintenance and training records relevant to electrics are completed and communicated to staff.

### **General**

- Administrating the running of the Electrics Department, providing schedules, budgets, time sheets and risk assessments as required.
- Working cooperatively alongside all other departments to achieve show, maintenance and other building-wide objectives and to maintain high standards.
- Liaising with the Director of Operations on building electrical issues, including overall look of architectural and foyer lighting, and ensuring regular building lamp rounds are carried out.
- Staying up to date with developments in lighting, sound and AV and to research and implement them as necessary and appropriate.
- Ensuring all electrical equipment is maintained and serviced as required.
- 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**

- Previous professional electrics experience in a producing theatre.
- Previous experience of working with and supporting creative teams.
- Direct experience of lighting, sound and AV rigging and operation.
- Excellent experience of programming ETC consoles and moving lights.
- Working knowledge of digital sound desks and digital playback technology.
- 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.
- Excellent communication skills.
- Excellent computer skills.
- Proven leadership skills and experience of managing crews.
- 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.



## **HEAD OF LIGHTING – TERMS AND CONDITIONS**

Salary – £33,000 p.a.

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.

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.