



HAMPSTEAD THEATRE RECRUITMENT PACK FOR 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.

The deadline for applications is **Midday on 6th February 2020.**

Interviews are likely to be held w/c 10th February 2020

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 of colour, trans people and disabled candidates. All disabled candidates who demonstrate they meet the essential criteria for the role will be invited for interview.

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. All disabled candidates who demonstrate they meet the essential criteria 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 information

An introduction

Welcome to Hampstead Theatre, the home of original and entertaining new work. Since 1959, our simple mission was to create original theatre without creative restriction. We quickly attracted a generation of talent that helped to redefine British Theatre. From Harold Pinter testing out his early plays to the likes of Mike Leigh, Michael Frayn, Abi Morgan, Rona Munro, Shelagh Stephenson – original thinkers, every one.

Our mission has not changed. 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 Olivier Award winning musicals like *Sunny Afternoon* to mould-breaking plays like *The Arrest of Ai Weiwei*, *The Intelligent Homosexual's Guide to Capitalism and Socialism with a Key to the Scriptures*, *Good People*, *Wonderland* and *Chariots of Fire*. We were the first to turn a theatre into an Olympic stadium.

Our state of the art auditoriums (Main Stage and our intimate Downstairs studio) allows our writers, actors, directors maximum creative flexibility. It's from this base that we will take our work to the wider world. On Tour. To the West End. To the Internet. We've live streamed several productions entirely for free in recent years. Last year, we put a full-length play on Instagram for the first time, *I and You*, starring Maisie Williams. Our ambitions are big. 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.

Recent awards

- Sharon D. Clarke wins the Olivier Award for Best Actress in a Musical for *Caroline, or Change* (Main Stage), 2019
- Ella Road's *The Phlebotomist* is Olivier nominated for Outstanding Achievement in an Affiliate Theatre (Downstairs), 2019
- Moe Bar-El is Olivier nominated for his performance in *Every Day I Make Greatness Happen* (Downstairs), 2019
- Ella Road's *The Phlebotomist* (Downstairs) is a finalist for The Susan Smith Blackburn Prize, 2019
- Georgia Christou is nominated for Best Writer for *You Two* (Downstairs) at The Stage Debut Awards 2018
- Rajiv Joseph's *Describe the Night* (Main Stage) wins Best New American Play at the Obie Awards 2018
- Sarah Burgess' *Dry Powder* is Olivier nomination for Best New Comedy (Main Stage), 2018
- Fiona Doyle's *The Strange Death of John Doe* (Downstairs) is a finalist for The Susan Smith Blackburn Prize, 2018
- Branden Jacobs-Jenkins wins the Critics' Circle Award for Most Promising Playwright for *Gloria* (Main Stage), 2018



JOB DESCRIPTION

Job title: DEPUTY HEAD OF LIGHTING

Reports to: HEAD OF LIGHTING

Responsible for: FREELANCE SHOW AND TECHNICAL STAFF

Hampstead's production team prides itself on fulfilling the expectations and requirements of each performance at Hampstead Theatre and delivering the highest production values.

The Deputy Head of Lighting, in support of the 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.

OVERALL RESPONSIBILITIES

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.
- 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.
- 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 technical 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 Diversity, Health & Safety, 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.



PERSON SPECIFICATION

- 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.
- Good electrical knowledge and practical making skills.
- Basic knowledge of current theatrical Sound & Video practices
- Basic moving light repair and maintenance experience.
- Ability to comfortably work at height.
- 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.



TERMS AND CONDITIONS

This is a full-time permanent position.

The salary is £31,000 per annum

A normal working week consists of 43-hours, Monday to Saturday. Overtime is payable for hours worked in excess of this and for hours worked on Sundays, Public Holidays and overnight. Regular evening, weekend and overnight work will be required.

During the first three months' probation there will be two weeks' probation, after which the notice period will be eight weeks.

Holiday entitlement is 28 days annual leave plus Public Holidays.

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.