



HAMPSTEAD THEATRE RECRUITMENT PACK FOR LIGHTING TECHNICIAN

Thank you for your interest in the role of **Lighting Technician** 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 **9am on Monday 22 July 2019.**

Diversity Statement

Hampstead Theatre aims to reflect the diversity of contemporary England, both in the work presented on stage and the audience we attract. A commitment to diversity will ensure the theatre remains relevant, resilient and culturally productive. To shape the future mainstream, we must ensure we engage with artists from a wide range of backgrounds and work to eliminate barriers, both actual and perceived, that prevent people from engaging with the theatre. This is especially important for a theatre located in one of the most diverse and deprived areas of London.

Our commitment to diversity must be reflected throughout the organisation; not just in the work, but in the diversity of our board of directors, staff and artists; the accessibility of the physical building; and positive messaging and communications. Hampstead Theatre is opposed to any form of direct or indirect discrimination and aims to positively engage with people from all 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. jobs@hampsteadtheatre.com

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: **Lighting Technician**

Reports to: **Head of Lighting**

Purpose of Post:

The Lighting Technician supports the Lighting Department in delivering all technical aspects of Hampstead Theatre productions to the highest possible standards.

The Lighting Technician helps meet the creative requirements of artistic teams using theatre resources in a flexible and efficient way, operates shows and takes an active role in the maintaining and running of the department, alongside the Head and Deputy of Lighting.

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, wardrobe 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 focusing of technical equipment.
- Assisting rigs and de-rigs upstairs and downstairs.
- Assisting with designing, building and fitting-up electrical effects, practicals and dummies as required.
- Operating the lighting for shows within the department rota.
- Acting as duty technician for production lighting, sound and video within the department rota.
- Assisting in other areas of the Production Department as required.
- Promoting good working practices and maintaining high production values within the electrics team at all times.
- At times leading and communicating with casual technicians on Production tasks as dictated by the Head of Lighting.
- Attending production meetings, rehearsals, technical rehearsals, get-ins, get-outs and performances as required.

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.
- Promoting a positive Health & Safety culture within the building and across all activities, and encouraging and monitoring casual staff to also comply.
- 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.
- Planning and carrying out minor alterations and improvements to the theatre installation as necessary.
- Ordering and hiring equipment and consumable supplies as necessary and directed by the Head of Lighting in accordance with departmental budget and procedures.
- Ensuring that backstage areas are kept in an appropriate and tidy 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, Dignity at Work 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

- Knowledge and experience of theatre electrics.
- Direct experience of lighting rigging and operation.
- 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.

Desirable

- Previous professional experience in producing theatre.
- Good knowledge of ETC Eos series lighting desks and programming ability.
- Good knowledge of lighting networking systems.
- Basic moving light repair and maintenance experience.
- Good knowledge of sound, video and IT technology and equipment.

TERMS AND CONDITIONS

Salary: £20,000 p.a. pro rata plus overtime.

Contract: This is a full-time, fixed term position until July 2020.

Hours: A normal working week consists of 35 hours based on a Monday to Saturday standard working week; scheduled evening and weekend work will be required. Overtime is paid for hours in excess of 35 hours a week at single time; hours worked in excess of 43 hours a week are paid at time and a half. Hours worked overnight and on Sundays and Public Holidays are paid at double time.

Holiday: 28 days' annual leave pro rata plus Public Holidays.

Probation: During the first three months' probation there will be one weeks' notice period, after which the notice period will be six weeks.

Other benefits:

Interest-free season-ticket travel loans.

Complimentary tickets for performances (employees will see all Hampstead Theatre productions – additional tickets will be dependent on availability).

3% employer's contribution to NOW! pension scheme.

10% discount at Hampstead Theatre's Café Bar.