

Royal & Derngate Job Description

Department:

Technical

Job Title:

Deputy Head of Lighting and Sound

Responsible to:

Head of Lighting and Sound (Royal)

Responsible for:

Senior Technicians and Technicians

Job Purpose:

- To provide technical theatre services for Royal and Derngate in the delivery of our received, produced and creative learning programme with an emphasis on lighting, sound and AV services.
- The upkeep of venue spaces and technical equipment
- To deputise for the Head of Lighting and Sound (Royal)

Key Task Areas:

- To support the Head of Lighting and Sound in the general duties of the department and operation of lighting, sound and AV equipment and systems, and to undertake additional technical duties as required.
- Under the direction of the Head of Lighting and Sound and Technical and Maintenance Manager, ensure that safe working practices are observed in line with the departments RAMS policy and procedures.
- To assist with show 'fit ups' and 'get outs' and the running of rehearsals and performances, and to lead these sessions as required.
- To assist the Head of Lighting and Sound in the organisation and supervision of the Lighting and Sound department, and to deputise for the Head of Lighting and Sound as required.
- To work as required across the venue spaces, and where necessary, associated spaces.
- To support and collaborate with Technical, Production and Creative Learning departments.
- To support in the management and organisation of the theatre's stores.
- Promote and provide excellent Customer Service.
- To supervise and instruct Senior Technicians and Technicians in the course of their duties.
- Carry out routine, scheduled and ad-hoc maintenance and inspection of technical infrastructure, equipment and services.
- To attend staff, production and other meetings as required.
- To assist visiting designers to achieve the highest possible technical standards
- To maintain up to date knowledge of current and new equipment and practices.
- Be aware of, adhere to, and implement any legislative requirements consistent with overall duties of this post, with particular regard to Health and Safety and Fire Safety policies and procedures, General Data Protection Regulations and Equality Act.
- To undergo relevant training and development as required by the Head of Lighting and Sound or Technical and Maintenance Manager.
- To programme lighting and sound elements as required.

- To assist the Head of Lighting & Sound in the safe storage, installation and operation of pyrotechnic and special effects equipment.
- To assist in the electrical construction of set elements and practical's for produced and creative learning works.
- To carry out any other tasks that will, from time to time be allocated on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.
- Promote and adhere to the organisation's culture and values.

It is a requirement of Northampton Theatres Trust that all colleagues work in a flexible manner compatible with their jobs and in line with the objectives of the company. This job description is a guide to the key duties and responsibilities and task for which the jobholder is accountable but due to the nature of the business, the specific responsibilities activities may vary and develop over time. Therefore, the job description should be seen as indicative and not as a permanent, definitive and exhaustive statement.

Royal & Derngate Person Specification

| Essential | Desirable |
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| <p><u>Experience</u></p> <ul style="list-style-type: none"> • Minimum of three years' professional industry experience • Proven experience of working in a technical role in a busy receiving house, production house or large-scale touring experience • Proven experience of managing full & part time staff <p><u>Knowledge/Qualifications</u></p> <ul style="list-style-type: none"> • Understanding and commitment to live performance • Knowledge of lighting and sound equipment, networking and consoles. • Lighting/sound and or AV equipment use and maintenance • Effects equipment use and maintenance • Theatre & Licensing requirements • Health & Safety at Work Act 1974 and other legislative requirements • Lighting and Sound Board Programming & Operation <p><u>Skills/Abilities</u></p> <ul style="list-style-type: none"> • Computer literate • Excellent organisational skills • Excellent communication skills, both oral and written • Good people management skills • Ability to use access equipment and work at height • Ability to carry technical equipment • Ability to read and understand technical drawings and lighting plans • Flexible approach to working hours • Calm under pressure • Customer orientated | <p><u>Experience</u></p> <ul style="list-style-type: none"> • Proven experience at supervisory level in either Electrics or Sound • Working within a venue with large and active education programme • Proven experience of technical delivery of produced work in repertory theatre • Experience of delivering large corporate events • Lighting and/or sound design experience • Experience of technical delivery in a medium to large performance space. <p><u>Knowledge/Qualifications</u></p> <ul style="list-style-type: none"> • An understanding of subsidised /commercial theatre. • C & G 236, or 1820; NVQ or other appropriate electrical qualification • First Aid at Work certificate • Fire Marshall training • Anti-terrorism training • Electrical qualification/ experience at working at component level • IOSH/ RAMS training • Operational, maintenance experience of building plant, HVAC • Stage, and flying systems, rigging techniques • Recognised relevant technical qualifications e.g ABTT • Driving License <p><u>Skills/Abilities</u></p> <ul style="list-style-type: none"> • Managerial skills • Sound design • Lighting design • Staff training and development skills • Diplomacy |

**Royal & Derngate
Summary of Terms & Conditions**

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| Job Title | Deputy Head of Lighting & Sound |
| Contract | Full time - Permanent position |
| Salary | £27,621.60 - £28,621.60 per annum paid monthly on 20 th of each month. |
| Hours of Work | 37 hours per week Averaged over a four-week period. Get Outs as paid additional hours. |
| Work Location | Royal & Derngate, Guildhall Road, Northampton, NN1 1DP. |
| Holidays | Holiday year April – March 31 days per annum (including 8 days' statutory holiday) - pro-rata in 1st year 33 days per annum after 3 years' continuous service 36 days per annum after 5 years continuous service |
| Notice Period | 4 weeks (once completed probationary period) |
| Subject to | Satisfactory References Probationary period – 6 months Compliance with Immigration, Asylum and Nationality Act 2006 and the Immigration Act 2016 |
| Pension Scheme | Contributory staff pension, 5% employee and 3% employer. NTT pension scheme is provided by NOW pensions. NTT will contribute after 3 months service |
| Additional Benefits | Free Employee Assistance Programme run by Health Assured Complimentary tickets available on selected shows throughout the year. 10% discount at our bars and theatre shop. |