

Deputy Head of Lighting



Ever wanted to work with world class creatives and contribute to staging world class theatre? Birmingham Rep Theatre are recruiting for an enthusiastic Deputy Head of Lighting to join the busy team to provide lighting and electrical services to support our busy programme of work.

Applying for this post

To apply for this post please complete the online application process on our website: <https://www.birmingham-rep.co.uk/get-involved/careers-and-vacancies.html>

Data from your diversity monitoring form will not be shared with the recruitment panel.

*we accept other forms of submission including video and audio recordings.

The Rep is a Disability Confident Employer. If you would like to apply under this scheme please selection this option on our application portal.

The Rep supports and encourages applications from refugees seeking asylum in the United Kingdom. We will guarantee an interview to any refugee if they meet the minimum criteria for the job vacancy and has the legal right to work in the UK. If you would like to apply under this scheme please select this option on our application portal.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact RepTalent@birmingham-rep.co.uk

The **deadline** for receipt of **applications** is **17th April 2025 Noon**

Interviews will be held at **The Rep Theatre on 25th April 2025**

Guidance

Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

In line with GDPR, your application will be retained securely for 6 months before being destroyed if you are unsuccessful.

Vacancies will generally close by the deadline, however, we reserve the right to close the vacancy early if we receive a high volume of suitable applicants. We therefore advise candidates to submit their applications as soon as possible if they wish to be considered for the role. Any applications made after the deadline will not be considered.

Role Summary

Established in 1913, The Rep has an unparalleled history as a pioneering Repertory theatre and the launch-pad for some of the most exciting talent in UK theatre past and present. Today it is a producing powerhouse with three auditoria - The House, 816 seats; The Studio, 292 seats; The Door, 133 seats - as well as extensive on-site theatre production facilities: set building, scenic art, wardrobe, props workshop, lighting, sound/AV, stage and stage management.

Producing theatre is the core of The Rep's mission and it presents up to ten productions a year of varying sizes across its stages alongside a programme of visiting productions. The theatre also has an impressive creative learning and talent development programme delivering opportunities for thousands of young people every year.

Working alongside the Head of Lighting, this role will have responsibility for all LX requirements for the Rep productions and will assume a hands-on role in the day to day running of the department. You will ensure excellent customer service is consistently provided to staff, customers and visitors to The Rep and UVB events. This role will require you to deputise for the Head of Lighting and ensure the efficient technical management of all events and productions.

There is also responsibility to ensure that digital technology and sustainability are at the heart of every project.

Main Duties and Responsibilities

The role main duties and responsibilities of the role are:

- Working with the Head of Lighting, liaise with other technical staff and UVB Team regarding the requirements for conferences, hires and visiting companies.
- Install, operate, programme and maintain lighting equipment for conferences, hires, Rep productions and visiting companies as required.
- To maintain and run performances, ensuring the productions continued adherence to its creator's original design.
- Working with the Head of Lighting, liaise with the incoming creative teams on design and requirements for Rep productions.

- To work to design and installation deadlines as per production and technical schedules as set by the Head of Lighting.
- Maintain all technical equipment both on a day-to-day and formalised scheduled programme.
- Create and install practical lighting elements for Rep productions.
- Liaise with the Head of Lighting and the Creative Learning team to create opportunities for access and learning throughout the department.
- To act as an ambassador for the Rep and maintain a professional appearance whenever at work but especially when working on conferences, hires and UVB events.
- To liaise with other departments regarding audio-described and signed performances.
- To carry out other technical duties or special projects as reasonably required by the Head of Lighting.
- Liaise closely with other departments to ensure efficient and effective completion of tasks and working patterns.
- To work alongside the Head of Lighting to generate ideas / projects for the better running and / or improvement of the Lighting department at The Rep.
- To ensure excellent customer service is maintained at all times.
- Ensure the departments functions are conducted within the parameters, budgetary or otherwise, as set out by the Head of Lighting.
- Deputise for the Head of Lighting, to ensure representation at all Design, Progress, Production and Departmental meetings, as well as other meetings as required.
- Keep pace with technical developments within the sector and beyond and undertake further training and development as required.
- Ensure that a high standard of housekeeping prevails in all departmental areas.
- Working with the Head of Lighting to actively embrace and seek to embed digital solutions to presenting work and to developing work flows across the department.
- Ensure that sustainable methods of delivering on all output are considered, developed and implemented where possible.
- Work with the Head of Lighting to help support and actively participate in the Birmingham Rep's apprenticeship schemes.
- Deputise for the Head of Lighting as and when required.
- Any other duties as reasonably requested by the Head of Lighting to ensure the smooth running of the Lighting department, also duties assisting the building maintenance team with improvements / maintenance of the building.

- This role may require occasionally working away from Birmingham.

Communication and Administration

- Ensure detailed records are maintained for all equipment.
- To ensure show files and any relevant records are archived.

Finance

- Comply with The Rep's financial policies and procedures and work with the Head of Lighting to maintain budgets and resources accordingly.

Health & Safety

- Work closely with the Head of Lighting and other Rep team members and consultants to maintain a safe working environment.
- Maintain and update records of risk assessment and maintenance, as well as maintain general record keeping.
- Ensure method statements or safe systems of work are implemented and that appropriate training has been completed.
- Be an on-duty First Aider.

General Responsibilities

- Adhere to and implement the guidelines, procedures and policies of the company as detailed in the staff policies (available from the staff handbook).
- Play a role in the life of the company and work across departments to develop a positive and engaged organisational culture including playing active and positive roles in staff forums/committee's.
- Complete all mandatory e-learning and training
- Take ownership for the safety of the working environment for your teams by being fully compliant with the Health and Safety policies, rules and training for yourself and your team members including casual and freelancer staff
- Ensure you and your team are fully compliant with all mandatory training and development
- Be aware of, and comply with, rules and legislation pertaining to Health & Safety at work and abide by the procedures set out in the Health & Safety Policy.
- Take ownership for the safety of the working environment for your teams by being fully compliant with the Health and Safety policies,

rules and training for yourself and your team members including casual and freelancer staff.

- Be aware of, and comply with, rules and legislation pertaining to data security, and GDPR, at work and abide by the procedures set out in the Data Protection Policy.
- All staff are expected to demonstrate an understanding of, and adherence to, our safeguarding policy, including a duty to report any issues of concern.
- As a manager in a customer-facing team, you would have a role in supporting staff who have concerns about the safety of vulnerable people, and ensuring that appropriate reports are made in accordance with Safeguarding Procedures.

Any Other Duties

The duties and responsibilities set out should not be regarded as exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post.

The post-holder may also be called upon to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement for that to happen. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

Key Relationships

This role forms part of the Lighting department within the Production Team. You will be managed by the Head of Lighting. This role deputises in managing the Lighting Team including;

- LX technicians
- Casual LX staff

This structure may change from time to time based on business need, but reflects the broad areas of responsibility.

Internal

- Technical Manager
- Members of the Senior Management team
- Heads of Department across the organisation
- Staff groups, forums and trade unions as required
- UVB Team

External

- Providers, suppliers
- Freelance Production Staff
- Creative teams

Person Specification

You must have...

If you do not demonstrate that you meet all these criteria you may not be shortlisted.

- Minimum 3 years of experience in a producing theatre.
- Extensive experience, knowledge and understanding of the theatrical technical industry and in particular technical products, equipment and systems.
- Excellent communication and organisational skills, both written and verbal.
- Knowledge of current Health & Safety guidance, practice and practical implementation.
- Excellent knowledge and experience in lighting.
- Ability to lead, manage and motivate a team.
- Ability to work under pressure while managing time effectively, meeting deadlines while continuing to pay close attention to detail and accuracy.
- Working at height certification.
- Ability to and experience of working at height and in using a broad range of access equipment.
- Ability to solder and create practical lighting elements.
- Computer literate and practical experience of using Word, Excel (or equivalent) and AutoCAD or Vectorworks.
- Experience of liaising with creative teams and ability to interpret design concepts into an achievable outcome.
- Positive outlook and a flexible approach to working, including unsociable hours.

It'd be great if you had...

If we need to choose between candidates who meet the essential criteria, we may take these factors into account.

- Full clean driving license and experience in driving vans.
- Formal electrical installation and inspection certification.
- First aid certification.
- IPAF.

Terms & Conditions

Period of Work

This is a permanent contract, subject to successful completion of a probationary period of **3 month(s)**.

Pay

£31,742 per annum (pay award pending)

Hours

Full time 39 hours per week. Some evening and weekend work will be required.

You will be entitled to double time hours for Sundays & Bank Holidays and these will be added to your Toil. Overtime payments are not applicable to this post. You will still be able to claim for auxiliary payments (get outs and meal allowances).

Holidays

20 days per year rising to 25 with service, plus bank holidays
The holiday year runs from 1 September to 31 August each year.

Notice Period

The notice period will be **2 months**

Location of Work

Your main place of work will be The Rep in Birmingham, but you may be required to work permanently or temporarily at other locations locally. You may be asked to work temporarily in other locations in the UK.

Other Benefits

- Contributory staff pension, 5% employee and 3% employer

Non-contractual Benefits

- A day off for your birthday
- Free-to-use employee assistance service
- Staff ticket discount
- Staff discount in The Rep food and drink outlets (when available)
- 25% Season Ticket discount on parking at Q-Parks
- £5 day rates at Utilita Arena North and South Car Parks

- Access to salary sacrifice schemes including Bike to Work scheme and Health Cash Plans
- We actively encourage all staff to see shows as believe that being part of The Rep product enhances everyone's experience as an employee and ambassador. To ensure everyone has a chance to attend shows every staff member is invited to attend press night for all The Rep's own productions along with further complimentary tickets where possible as well as competitive discounts throughout the year.

There's no such thing as perfection...

At the Rep we don't expect or look for the 'perfect candidate', instead we look for people who can positively contribute to our team. In return you will be given support, encouragement and all the right conditions to grow, succeed and be your best. We are committed to creating an inclusive workplace where difference is a strength and every unique voice and skill is recognised and valued.

For us, recruitment is more than a match against a job description, it's about feeling excited to come to work every day and being proud of who you work with and for. We believe The Rep is for everyone, so however you identify, whatever your background, if you feel excited about this role then we urge you to please apply.

It's important to us that The Rep reflects the communities we serve and therefore we particularly welcome applicants from the global majority and D/deaf & disabled communities as these groups are not as well represented as we want them to be. We want our Rep to be culturally informed and accessible to all, so we encourage you to celebrate and share your own cultural experience and knowledge of our city proudly in your application.

As a disability confident employer, we guarantee an interview to anyone who has a disability and meets the minimum criteria for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application form which demonstrates that you generally meet the level of competence required for each competence (or could with reasonable support), as well as meeting any of the qualifications, skills or experience defined as essential in the person specification.

Diversity monitoring

Our ultimate aim is to have diversity of all kinds in every layer of the organisation and to help us keep track of our success we kindly ask you to complete an Equality and Diversity form alongside your application. Participation is voluntary but appreciated and your responses will be anonymous and not shared with the recruiting managers.

Environmental

As one of the largest producing houses in the midlands, we are aware that we have a responsibility to the environment beyond legal and regulatory requirements. As such, we are aiming to be carbon neutral within 10 years

with sustainability at the forefront of our working practices and integrate climate aware work into our programme. We have committed to adopt the Green Book Sustainable Productions framework on a minimum of 2 productions a year. Our Environmental Working Group is comprised of staff from across organisation to become environmental champions and meet regularly to review and update our Environmental policy and plans. We are committed to exploring, trialing and renewing ways in which the organisation and staff can reduce their environmental impact and carbon footprint.

Flexible working

We know flexibility is everything and we foster a working environment which is focussed on outcomes, not hours or being present. We actively encourage applications for flexible working and will make every effort to accommodate these requests.

Safeguarding

The Rep is committed to safeguarding, and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

Offers

Any job offer we make is subject to:

- Receipt of 2 satisfactory references
- Proof of eligibility to work in the UK
- Role appropriate background checks
- Evidence of appropriate qualifications