

**LEEDS  
PLAY  
HOUSE**



Photography by **Robling Pix**

# WE'RE RECRUITING

## Lighting & Video Manager Recruitment Information Pack

If you require a different format of this Recruitment Pack, please contact the HR & Learning team on 0113 213 7232 or [recruitment@leedsplayhouse.org.uk](mailto:recruitment@leedsplayhouse.org.uk)



Photography by Robling Pix

## Who are we?

At Leeds Playhouse we are a creative hub for the city and beyond, a place where people and communities come together to tell and share stories; to experience world class theatre that is pioneering and relevant and to develop strong relationships.

Creative community engagement and artistic development are every bit as important to us as our internationally acclaimed work on stage, and people are at the heart of everything we do.

Our packed and varied theatre programme sees audiences of over 200,000 people per year across our three theatre spaces, on tour and online.

Alongside this our sector-leading Playhouse Connect team works with around 12,000 people aged 0 – 95 every year, using theatre to open up possibilities, and our Artistic Development programme Furnace nurtures and supports hundreds of locally rooted artists across all career stages.





Photography by Nick Singleton

Committed to making theatre available to everyone, the Playhouse is a pioneer of accessibility, being the first theatre in the country to initiate Relaxed and Dementia Friendly performances and become a Theatre of Sanctuary for refugees and people seeking asylum. A key aim of our award-winning £16m redevelopment of our building was to make our theatre much more accessible.

And whilst we're incredibly serious about what we do, we provide a relatively informal, plus warm and friendly environment.



“The Playhouse’s connection with Leeds, a city so rich in creativity and diversity, is inspiring. Its ethos of inclusivity and community means it is home to such incredible and vibrant storytelling. It’s a collaborative and innovative space and community to be part of.”

**Rozina Breen**, Rozina Breen, Chair of the Leeds Playhouse Board and Head of North, BBC England

This short film will help you understand what we’re all about:  
[youtu.be/AT98G3fWhvQ](https://youtu.be/AT98G3fWhvQ)

Or check out our Twitter account @LeedsPlayhouse and mission and vision at  
[leedsplayhouse.org.uk/about-us/who-we-are/](https://leedsplayhouse.org.uk/about-us/who-we-are/)





Photography by David Lindsay

## Who we're looking for

We embrace diversity in all its forms and we positively encourage deaf and disabled people, African Diaspora people, South East and South Asian people, or people from other ethnically diverse backgrounds, to apply. Together we're working on a Plan for Change to ensure our Playhouse is an anti-racist organisation that is welcoming to everyone.

We have a champions and allies support system for all protected characteristics so no one should feel marginalised or unable to raise their views, in particular, ensuring that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, religious beliefs, care experience or socioeconomic situation. We will make adjustments as necessary to ensure disabled people have equal opportunity and access.

**We guarantee to interview any candidate with a disability who has the skills, experience and values for the role they're applying for.**

# Applying for this post

To apply for this post please complete the online application form and diversity monitoring form which can be found on the job opportunities page, under the job role you are applying for. Data from your diversity monitoring form will not be shared with the recruitment panel.

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 [recruitment@leedsplayhouse.org.uk](mailto:recruitment@leedsplayhouse.org.uk).

## 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.

Your application will be retained securely for 3 months before being destroyed if you are unsuccessful, and for up to 12 months if you are successful.

## Access

We are members of the **Disability Confident** scheme. Subject to practicalities in the event of a large number of applications, we will interview all candidates who identify as disabled and who demonstrate that they meet all the essential criteria that they are given an opportunity to evidence on the application form.

Please clearly state on your application if you are disabled, and if you need any adjustments to participate in the recruitment process. Remember that the panel will not see information on your Inclusion and diversity monitoring form. You are not asked to provide the panel with details of any disability at this stage of recruitment - just what we may need to change to help you fully participate in the application process.

# LIGHTING AND VIDEO MANAGER

## Role Summary

We are recruiting for a skilled individual with proven experience of managing lighting and video within the events and entertainment industry, to join us in the role of Lighting & Video Manager within our Lighting & Video department.

You would be one of two Lighting & Video Manager posts, line managed by Head of Lighting & Video and helping to run a team made up of a Senior Lighting & Video Technician and Lighting & Video Technicians, as well as casuals and freelancers. You will also be part of the team that supports our Studio Theatre Technicians in the Bramall Rock Void.

You will be responsible for managing and delivering Lighting and Video for productions in our three venues, community driven projects across our city, and creative projects as part of our digital development programme.

You will be working in collaboration with colleagues across our production department in support of external creative teams, visiting companies, and offering technical expertise to our digital development programme.

## Main duties and responsibilities

**The main duties and responsibilities of the role are:**

- Supporting and assisting the Head of Lighting & Video with the running of the Lighting & Video department, taking a leading role in supervising the lighting team and managing the tasks assigned to them.
- To deputise for the Head of Lighting & Video as specified in the Contract of Employment, contributing to and overseeing the day to day operational requirements of the department.
- To undertake the management of all lighting and video requirements for those productions and projects assigned to you.
- (On projects where you are not assigned to manage lighting and video), to programme the ETC Eos family of consoles at a professional standard, working in conjunction with professional freelance lighting designers.
- To keep abreast of all software, firmware and hardware releases relating to the ETC Eos family of consoles.
- To manage lighting, video and other specified technical equipment in all venues, keeping records of faults, repairs and improvements, as required.
- To manage the lighting control networks, keeping records of all settings and addresses.

## **Department leadership:**

- To liaise with production managers, lighting designers, video designers, re-lighters and the creative team, in order to determine the production lighting and video requirements of a project.
- To undertake the implementation and execution of those production lighting and video requirements of the project which have been deemed to be your responsibility, working to agreed deadlines and budgets.
- To undertake the acquisition of materials and goods necessary for the completion of a project, ensuring all orders are properly accounted for within the project budget, and within our accounting software.
- To provide accurate estimates of quantities of materials and goods for the completion of a project.
- To estimate the labour required to successfully complete a given project.
- To prepare any schedules, drawings and lists, necessary for the effective and efficient completion of the project.
- To support the needs of the creative team throughout the production period, responding to all notes by managing the lighting and video team's jobs-list.
- To successfully document and archive the project, both for its successful running and for any future remounts of the project.
- To project-manage all personnel who are engaged in the building, rigging, focussing and striking of the show or project to which you are assigned.

## **Practical:**

- To undertake the duties of duty lighting technician for specific productions, projects or events.
- To undertake the design, construction and testing of electrical equipment, electrical properties and other effects in conjunction with other departments as appropriate.
- Despatching and taking delivery of goods.
- To provide lighting for conference, community events and scratch performances.
- To assist with or to supervise, lighting department get-ins, fit-ups and get-outs.
- To assist with the loading and unloading of vehicles.
- To undertake basic electrical building services maintenance work as required.
- To fit up, install, rig, check and operate production lighting equipment, electrical equipment, special-effects and audio-visual equipment for rehearsals, performances, projects or events.
- To ensure that all production lighting, electrics, special effects and audio-visual equipment is rigged, adjusted and operated in accordance with the requirements of productions, events or projects.
- To attend rehearsals, as necessary.



## **Planning & Administrative Tasks:**

- To produce appropriate plot sheets in accordance with departmental policy.
- To check against plans, plots and lists in order to determine any damage or loss to production lighting equipment, electrical equipment and, where appropriate, other production equipment and to report accordingly.
- To use and maintain the Leeds Playhouse online equipment information portal.
- To provide, as required, estimates of materials and labour requirements from drawings and basic specifications.
- To procure tools, materials and consumable items as necessary for the efficient running of the department.

## **Working safely:**

- To correctly and safely use a wide range of work equipment including access equipment, lifting equipment, test equipment, wood and metalworking tools and machinery.
- To adopt a responsible attitude towards the proper use, care and security of premises and property belonging to, or the responsibility of, Leeds Playhouse.
- To maintain a clean, tidy and safe workplace.
- To ensure that production lighting equipment, electrical equipment, special effects equipment, audio visual equipment, cables and, where appropriate, other production equipment which is used in working areas is deployed in a clean, tidy and orderly condition.
- To supervise the effective and safe working of other personnel, including skilled and unskilled personnel, who are allocated to assist you with the completion of a specific task or project.
- To confidently work at height using a variety of different access equipment including but not limited to; tallescopes, ladders, steps and aerial work platforms.
- To undertake vehicle driving duties as may be required.
- To undertake routine in-service inspection and testing of all electrical equipment utilised by the lighting department and that of other technical departments to comply with relevant legislation.

## **General responsibilities**

- Adhere to and implement the guidelines, procedures and policies for the company as detailed in the staff policies.
- Play a role in the life of the company and to work across departments to develop a positive and engaged organisational culture.
- Work with Playhouse Connect to open up the theatre's creative processes to a wider range of communities, including people engaged in learning.

- Be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Health and Safety Policy of Leeds Playhouse.
- To have a positive attitude to environmental issues. To have a pro-active role in the development and action of environmental policy and procedures relevant to the Lighting and Video teams in particular and the Playhouse as a whole.

## Any other duties

The duties and responsibilities set out are not 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 would be given appropriate training and equipment to carry out any duties of this kind.

## Key relationships

The role of **Lighting & Video Manager** is part of the Lighting & Video team, which sits within our Production department.

You will be managed by the ***Head of Lighting & Video***.

### Internal Relationships:

- Lighting & Video Technicians
- Studio Theatre Technicians
- Senior Lighting & Video Technician
- Lighting & Video Manager
- Head of Lighting & Video
- Production Managers
- Stage Management
- Sound Department
- Creative Teams
- Technical Director

### External Relationships:

- Lighting Designers and Re-lighters
- Set Designers
- Video Designers and Programmers
- Film Makers
- Corporate Events Organisers

# Person specification

## Essentials:

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

- A minimum of five years recent professional experience or equivalent, working in lighting within the events, performance or creative industries.
- Proven experience of programming theatre lighting consoles under the direction of a lighting designer, at a high technical level.
- Proven experience of using and programming moving lights.
- A keen interest in technology for performance and video production.
- Demonstrated ability to work to given deadlines.
- Ability to fault find technical problems.
- Self-motivated and proactive work ethic.
- Familiarity with and willingness to work weekends and late into the night, as is the nature of the entertainment industry.
- Ability to work confidently at height.
- Computer literacy, experience using drafting packages, and lighting specific-software.
- Skilled in reading and understanding plans, diagrams and schematics.
- A basic working knowledge of electrical principles and electrical safety.
- Experience of using good Health & Safety practices within the entertainment industry.

## Desirable:

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

- A formal qualification in performance technology, lighting or similar.
- Experience working in large performance venues.
- A recognised electrical qualification
- Experience of using media servers for projection and video.
- Experience in video production equipment and techniques.
- Full Clean Driving Licence
- First Aid at Work qualification



# Terms & Conditions

## Period of work

This is a full time, permanent contract, subject to successful completion of a probationary period of 3 months.

## Pay

£26,773 per year, plus BECTU/UK Theatre commercial get-outs and overtime payments.

Basic Salary paid monthly, on 20th of month, covering full calendar month from 1st to end of month. Overtime is paid in arrears.

## Hours

Full Time. 40 hours per week over 6 days. Evening, weekend and some Public Holiday work will be required. You will be expected to work overtime as required. Leeds Playhouse operates under an in-house agreement.

## Holidays

4 weeks / 160 hours per annum plus public holidays. The holiday year runs from 1 September to 31 August each year.

## Probation Period

3 months

## Notice period

4 weeks

## Location of work

Your main place of work will be Leeds Playhouse, with some work at Playhouse 2 (which is about 5 minutes' walk from the main building). You may be required to work permanently or temporarily at other locations in the Leeds City Region. You may be asked to work temporarily in other locations in the UK.

## Offers

Any job offer we make is subject to:

- Receipt of 2 satisfactory references
- Proof of eligibility to work in the UK

## Other benefits

- Contributory staff pension
- 12-week relocation payment available for those whose current base is over 40 miles away from Leeds Playhouse

## Non-contractual benefits

- Free-to-use employee assistance service
- Staff ticket discount
- Staff discount in Playhouse food and drink outlets

# Key statements

## EQUAL OPPORTUNITIES

Leeds Playhouse is committed to promoting equality and opportunity in its employment practices. In particular, the company aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, or religious beliefs. Disabled candidates will not be treated less favourably on the grounds of their disability.

## SAFEGUARDING

The Playhouse 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.

# Find more

Please contact **David Bennion-Pedley**, Head of Lighting & Video via email [lx@leedsplayhouse.org.uk](mailto:lx@leedsplayhouse.org.uk) for more information.