

**LEEDS  
PLAY  
HOUSE**



Photography by Robling Pix

# WE'RE RECRUITING

Head of Lighting & Video  
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 X 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.



Photography by Robling Pix

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

We're seeking people with experience to offer and who are keen to continually develop their knowledge of new technologies as these evolve.

We want people who are energised to work hard to deliver creative output of the very highest standard.

We need people who can think both creatively and logically to apply their existing technical skills to new technical challenges.

You will be highly driven to deliver excellent standards of work within a fast paced creative environment, working with lighting and video designers who expect the very best service.

You will be someone who works methodically, and who approaches each task (from the everyday, to something new and ambitious) with the same care and rigour.

You will be generous with your skills and experience, encouraging your team to expand their skillsets and to develop improved ways of working.



## HEAD OF LIGHTING AND VIDEO

### Role Summary

You will lead the Lighting and Video team to support designers, directors and all manner of artists in realising their vision, through the creative use of lighting and video in projects that reach far wider than just our traditional performance spaces.

We are recruiting for a skilled individual with proven experience of managing a lighting and video team within the events and entertainment industry, to join us as the Head of Lighting & Video.

You will naturally be an exceptional technician, with the expertise to solve technical challenges, but you must also be a strong leader and manager, willing to share your expertise with your team.

You will manage a team consisting of Lighting and Video Managers, Lighting and Video Technicians and freelance and casual staff. You will be line-managed by the Technical Director and will work closely with Production Managers to deliver projects successfully. You will also provide technical support to our Studio Theatre Technicians in the Bramall Rock Void.

You will work collaboratively within our production team, but also with the wider Playhouse community; supporting the work of our producing team, visiting companies, our furnace programme and our Playhouse Connect team.

No two projects will be the same, and your open-minded approach, willingness to adapt, and most importantly; your desire to collaborate with a diverse range of people from all kinds of backgrounds will mean the work is never dull!

From rigging the lighting for an incoming tour, to building the control system for a prop used in a musical; from programming lighting on ETC consoles to then interfacing cues with video, sound and other effects system; we're looking for someone who will engage with all of our creative output, and who can use their skills and experience to add value to this wide range of projects.

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.

## **Main duties and responsibilities**

**Management of all day-to-day operations of the Lighting and Video department, including but not limited to:**

- Staff rotas, ensuring all events and operations required by the venue are appropriately staffed.
- Production and internal budgets, ensuring that the Playhouse's financial resources are spent wisely and within budget.
- The management of all lighting and video personnel, including their instruction, training, and development.
- Planning and preparation for shows and events, ensuring that plans, riders, schedules and orders have been made to meet the needs of each project.
- The good management of the organisation's lighting and video resources, including inspections, servicing, and maintenance.
- Oversight of good health and safety practices within and between departments, with particular responsibility for electrical safety and compliance.

**Department leadership:**

- Assuming the role of lead production electrician on large-scale Playhouse-produced productions.
- Assigning projects and productions to Lighting & Video Managers and overseeing and supporting them in their delivery of those projects.
- Leading the team on fit-ups and get-outs.
- Keeping abreast of all software, firmware and hardware releases relating to the ETC Eos family of consoles.
- Keeping abreast of developments in video server technology, video signal distribution, video projectors and video walls.
- To manage lighting, video and other specified technical equipment in all venues, keeping records of faults, arranging repairs and improvements, as required.
- To manage the lighting control networks, keeping all equipment up to date.
- 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 production lighting and video requirements of a project 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 provide accurately drawn plans for your team to work from, using Vectorworks and AutoCAD.
- 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 shows or projects.

**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 supervise lighting department get-ins, fit-ups and get-outs.
- To manage the loading and unloading of vehicles.
- To undertake 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 meetings and rehearsals, as necessary.

## **Planning & Administrative Tasks:**

- To produce appropriate production paperwork.
- 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 safe and efficient running of the department.

## **Working safely:**

- To competently 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 ensure the department maintains 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 all lighting and video personnel, including skilled and unskilled personnel.
- To confidently and safely lead work at height using a variety of different access equipment including but not limited to; tallscopes, ladders, steps and aerial work platforms.
- To undertake vehicle driving duties as may be required.
- To manage and undertake the 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.
- To ensure the ongoing electrical safety of the venue electrical systems, including arranging electrical installation condition reports from external contractors.

## 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 & Video team 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 reasonable 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 asked 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

The Head of Lighting & Video leads and manages the Lighting & Video department which sits within our Production department.

You will be managed by the Technical Director.

### Internal Relationships:

- Technical Director
- Production Managers
- Scenic Workshops
- Stage Department
- Stage Management
- Sound Department
- Creative Teams
- Playhouse Connect
- Facilities Management
- Human Resources & Learning Department

## **External Relationships:**

- Lighting Designers and re-lighters
- Set Designers
- Video Designers and Programmers
- Film makers
- Lighting and Video hire and production companies
- Suppliers and manufacturers
- Regional Theatre colleagues
- Production Electricians
- Visiting Companies
- Corporate Events organisers

## **Person specification**

### **Essentials:**

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

- Extensive, recent professional experience managing a lighting department in a producing venue.
- Proven experience of managing show budgets.
- Proven experience as Production Electrician for large-scale shows.
- A keen interest in technology for performance and video production.
- A strong understanding of lighting design.
- Demonstrated ability to work to given deadlines.
- Ability to fault find technical problems.
- Self-motivated and pro-active work ethic.
- Familiarity with and willingness to work weekends and late into the night, as is the nature of the entertainment industry.
- Experience managing safe working at height.
- Computer literacy, experience using drafting packages (Vectorworks and AutoCAD), and lighting specific-software.
- Skilled in reading and understanding plans, diagrams and schematics.
- A detailed working knowledge of electrical installations, and the principles of BS7671 and BS7909.
- Experience of integrating lighting into sets and building practical props.

- A thorough knowledge of the EAWR and application of the Code of Practice for In-service Inspection and Testing of Electrical Equipment.
- Detailed knowledge of safe rigging practices, and an understanding of the lifting operations and lifting equipment regulations.
- Experience of applying 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.
- A recognised electrical qualification
- Experience of using media servers for projection and video.
- Experience in video production equipment and techniques.
- Full Clean Driving license
- First Aid at Work qualification

## **Access**

We are members of the Disability Confident scheme. 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.

The Playhouse actively supports work across the range of protected characteristics, also including socioeconomic inequality and care leavers, and has a Champions and Allies scheme across all of these.

Please clearly state on your application if you are disabled, and if you need any adjustments to participate in the recruitment process, or if there are other adjustments we need to make, for example due to childcare or caring duties. 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 this process.

If you would like to submit an application in another format we would be happy to support you and accommodate this. Please contact the HR & Learning team on 0113 213 7232/7238 or [recruitment@leedsplayhouse.org.uk](mailto:recruitment@leedsplayhouse.org.uk) to discuss a suitable alternative.

## **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.

# Terms & Conditions

## Period of work

This is a full time, permanent contract, subject to successful completion of a probationary period of 6 months.

## Pay

£39,757 a year.

This covers your work for 40 hours a week, over 6 days (Monday to Saturday) including weekend and evening work. You may be required to work on public holidays. It also covers additional hours when there are peaks in work & instead of other ancillary payments (e.g. meal allowances). This is to a value of 336 hours per year, which averages at 7 hrs per week over 48 weeks. Any hours exceeding 336 additional hours per year will be taken as time off in lieu with agreement from Technical Director.

You will remain eligible for additional pay if you work BECTU/UK Theatre commercial get outs, or if you work on Sundays.

## Holidays

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

## Probation Period

6 months

## Notice period

12 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 programme
- Staff ticket discount
- Staff discount in Playhouse food and drink outlets

## Find out more

Please contact **Judith Cloke**, Technical Director via email [production@leedsplayhouse.org.uk](mailto:production@leedsplayhouse.org.uk)