



LEEDS PLAY HOUSE

LIGHTING & VIDEO TECHNICIAN

Recruitment Pack

If you require this Recruitment Pack in a different format, please contact the HR & Learning team on 0113 213 7280 or recruitment@leedsplayhouse.org.uk



QUARRY THEATRE
850 CAPACITY



BRAMALL ROCK VOID
100 CAPACITY



COURTYARD THEATRE
420 CAPACITY

QUICK FACTS

3 THEATRES

5 MAIN REHEARSAL & STUDIO SPACES

c175,000

AUDIENCE PER YEAR

OVER 19,500 PEOPLE

CONNECTED THROUGH PLAYHOUSE CONNECT

10M

TURNOVER

+

THIS **SHORT FILM** WILL
HELP YOU UNDERSTAND
WHAT WE'RE ALL
ABOUT.

- Restaurant and café
- Two bars
- Conferencing and events
- Public gallery space
- Dedicated space for young people

leedsplayhouse.org.uk

[f](#) [i](#) @leedsplayhouse



WHO WE ARE

Leeds Playhouse has been one of the UK's leading producing theatres for 55 years. It is an award-winning theatre and a cultural hub, a place where people gather to tell and share stories and engage in world class theatre. It makes work which is pioneering and relevant, seeking out the best companies and artists to create inspirational theatre in the heart of Yorkshire.

Its warm welcome was recognised at the UK Theatre Awards. In 2022, Leeds Playhouse was named **Most Welcoming Theatre**, recognising its daily endeavors to make the building an inviting, engaging, creative, accessible and inclusive hub at the heart of the Leeds City Region. For the last three years, leading performers in Playhouse productions have been named Best Performer in a Musical and, in 2024, the Playhouse's production of *Oliver!* was named Best Musical.



WHAT WE DO

Alongside the work on its stages, the Playhouse works creatively with the people, artists and communities of Leeds through its innovative, sector-leading Playhouse Connect programme. Focussing on two key areas – Learning & Skills and Creative Communities – Playhouse Connect engages with thousands of people in the region each year. As part of this work, its Artistic Development programme, Furnace, engages with theatre-makers, providing a creative space to refine their practice at all stages of their careers; it builds, develops and sustains projects to connect with refugee communities, young people and students, older people and people with learning disabilities; it hands over spaces to communities to use in ways they choose, from breakdancing to roller-skating, craft markets to tea parties, enlivening the building whilst fostering deeper relationships; and works in-residence around the city, connecting with people on their doorsteps.

As a registered charity, Leeds Playhouse relies on the support of valued partners to make great things happen. It is grateful for the continued support of Arts Council England, Leeds City Council, The Liz and Terry Bramall Foundation and the many charitable trusts, business partners and individuals that continue to support the vital work of the theatre.



THE ROLE

We are recruiting for a technician with experience of lighting and video within the events and entertainment industry to join us in the role of Lighting & Video Technician within our Lighting & Video department.

You will be responsible for contributing to the delivery of Lighting and Video support for productions in our venues and community driven projects across our city. Working on in-house productions and providing good quality support to visiting companies. Lighting is the primary concentration for the department, alongside maintaining the video delivery within in-house productions during a run, handed over from freelance video designers & video engineers.

You will be working in collaboration with colleagues across our production departments in support of external creative teams and our Playhouse Connect team.

DUTIES AND RESPONSIBILITIES

THE MAIN DUTIES AND RESPONSIBILITIES OF THE ROLE ARE:

- To undertake the duties of Duty Lighting Technician for specific productions, projects or events.
- To undertake the construction and testing of electrical equipment, electrical props and effects in conjunction with other departments
- To programme lighting for shows, using the ETC Eos family of consoles.
- To provide lighting for conference, community events and scratch performances.
- To undertake the role of followspot operator for specific productions and events
- To prepare and maintain lighting and video equipment as required for performances, events and video shoots.

PRACTICAL

- To assist with get-ins, fit-ups and get-outs.
- To assist with the loading and unloading of vehicles.
- To undertake maintenance of and improvements to installed technical systems.
- To prepare, install, check and operate production lighting and audio-visual equipment for rehearsals, performances and recordings.
- To attend rehearsals as required.
- To check against plans, plots, schedules and system diagrams in order to determine the equipment requirements of an event or recording.
- To undertake the cleaning, maintenance and testing of work and technical equipment.

PLANNING

- To produce appropriate check lists, plot sheets and operating instructions as necessary to record and document shows, events and video shoots.
- To check against plans, plots and lists in order to determine any damage or loss to production and video equipment and to report accordingly.
- To provide as required, estimates of materials, equipment and labour requirements in order to realise the technical requirements of an event or video shoot.

WORKING SAFELY

- To correctly and safely use a wide range of technical and work equipment including access equipment, lifting equipment, rigging, test equipment, hand tools, power tools and technical lighting and video equipment.
- To adopt a responsible attitude towards the proper use, care and security of premises and property belonging to or in the responsibility of Leeds Playhouse.
- To maintain a tidy and safe workplace, ensuring all technical equipment is deployed in a safe and orderly fashion.
- To supervise the effective and safe working of other personnel (both skilled and unskilled) who are allocated to assist you in the completion of a task or project.
- To safely and confidently work at height using a range of access equipment including but not limited to tallscopes, aerial work platforms, ladders and steps.
- To undertake vehicle driving duties as required.
- To undertake routine in-service inspection and testing of all electrical equipment utilised by the lighting and other production departments.

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 Sound team in particular and the Playhouse as a whole.
- To have a positive attitude to and willingness to engage with and seek continual improvement in areas of inclusion and anti-racist practice at Leeds Playhouse, including our Plan for Change and Action for Change development initiative.
- To be willing to undertake training and development as required.

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 Technician is part of the Lighting & Video team, which sits within the wider Production directorate.

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

KEY INTERNAL RELATIONSHIPS

- Other Lighting & Video Technicians
- Head Of Lighting & Video
- Lighting & Video Manager
- Senior Lighting Technician
- Studio Theatre Technicians
- Lighting freelancers and casuals
- Production Managers
- Stage Management
- Sound team
- Creative teams
- Playhouse Connect department
- Technical Director

KEY EXTERNAL RELATIONSHIPS

- Lighting Designers and re-lighters
- Set Designers
- Video Designers and Programmers
- Film makers
- Corporate Events organisers

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

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

- Professional experience of working in lighting and / or video within the events, performance or creative industries.
- Proven experience of operating and programming theatre lighting consoles.
- 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 and competency of video and audio-visual applications.
- A basic working knowledge of electrical principles and electrical safety.
- Experience of using good Health & Safety practices within the entertainment industry.

DESIRABLE REQUIREMENTS

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, video production or similar.
- A knowledge of playback and show control software (particularly Qlab)
- Interest in and understanding of camera and recording techniques
- Experience of using media servers for projection and video.
- Experience of video editing, live production and streaming.
- Experience working in large performance venues.
- A recognised electrical qualification.

EMPLOYMENT TERMS SUMMARY

CONTRACT

Permanent, full-time contract.

Any offer we make is subject to:

- receipt of 2 satisfactory references
- proof of eligibility to work in the UK
- successful completion of probation period

SALARY

£25,646 per year, plus BECTU/UK Theatre commercial get-outs and overtime payments.

HOURS

Full time – 40 hours per week over 6 days. Evening, weekend and some Public Holiday work will be required.

There may be occasions when you are required to work outside the normal hours outlined. You are entitled to be paid overtime in line with the overtime policy in effect in your department.

PROBATIONARY PERIOD

12 weeks.

NOTICE PERIOD

4 weeks.

LOCATION OF WORK

Your main place of work will be Leeds Playhouse. 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.

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



BENEFITS

PENSION

Auto-enrolment in a Standard Life Pension, unless you opt out, with 3% employer contribution

HOLIDAYS

5 weeks per holiday year, plus Statutory Bank and Public Holidays, rising with length of service

BENEFITS

- 2 paid wellbeing days a year
- Free employee assistance service
- Corporate gym and swimming discount
- Staff ticket discount
- Staff discount in Playhouse food and drink outlets
- Inhouse counselling services with a BACP counselling professional on site (by referral)
- Voluntary Cash Health Plan (optional)

HOW TO APPLY

**TO FIND OUT
MORE, PLEASE
CONTACT OUR
TEAM AT
[production@leeds
playhouse.org.uk](mailto:production@leedsplayhouse.org.uk).**

PHOTOGRAPHY CREDITS

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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.

HOW TO APPLY

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.

INTERVIEWS FOR DISABLED CANDIDATES

Leeds Playhouse is a member of the Disability Confident scheme. Subject to capacity, we will interview candidates who identify as disabled who demonstrate that they meet all the essential criteria for the job.

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 takes safeguarding seriously, and operates an environment where all staff are expected to report any concerns about children, young people or adults at risk, or about the behaviour or practice of colleagues and other people they come into contact with.

A photograph of a man and a woman interacting at an event. The man, on the left, has dark curly hair and glasses, wearing a teal polo shirt and a lanyard with a badge that says 'LEEDS PLAYHOUSE'. He is smiling and pointing at a smartphone held by the woman. The woman, on the right, is wearing a yellow knit beanie, a colorful patterned scarf, and a purple knit sweater. She is holding the smartphone and a yellow drink in a clear plastic cup. The background is dark with some blue and white bokeh lights. A large, semi-transparent orange vertical bar is on the left side of the image.

THANK YOU

FIND US AT

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leedsplayhouse.org.uk
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