

DEPUTY HEAD OF LIGHTING & VIDEO



APPLICATION INFORMATION 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

QUICK FACTS



3 THEATRES

5 MAIN REHEARSAL & STUDIO SPACES

c193,000

AUDIENCE PER YEAR

OVER 19,500 PEOPLE

CONNECTED THROUGH PLAYHOUSE CONNECT

10M

TURNOVER



- Restaurant & café
- Two bars
- Conferencing and events
- Public gallery space

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

WHO WE ARE



Leeds Playhouse is Leeds's home for bold stories and shared humanity. For more than 55 years, it has been one of the UK's leading producing theatres - an award-winning cultural hub where people gather to tell and share stories, and to experience world-class theatre. Many of its productions transfer to the West End, tour nationally, and travel the world.

Born from the city itself, **Leeds Playhouse** was fought for and built by people who believed a city without a theatre is a city without a heart. That spirit still drives everything it does: making ambitious theatre that represents, entertains, challenges and connects – across three spaces, one city, and many voices - and helping shape the cultural life of the country. From big names to artists and communities often unheard or ignored, the Playhouse seeks out the best companies and artists to create pioneering, relevant work in the heart of Yorkshire.

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. Through its three strands, People's Playhouse, Playhouse Ensembles and Furnace, Playhouse Connect develops audiences, removes barriers to access, creates opportunities for communities to share their voices on stage, and supports the development of artists across Leeds and Yorkshire. The programme builds lasting relationships with refugee communities, young people and students, older people, and people with learning disabilities, ensuring the Playhouse remains a truly inclusive and representative cultural space.

As a registered charity, **Leeds Playhouse** relies on the support of valued partners to make great things happen. It's work also makes a significant contribution to the region's economy, sustaining jobs and driving the wider economic life of the city. The Playhouse 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 who continue to support the vital work of the theatre.

THE ROLE



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 Deputy Head of Lighting and Video within our Lighting & Video department.

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

You will be responsible for delivering Lighting and Video for assigned productions in our three venues, community driven projects across our city, and creative projects, managing the team assigned to those productions.

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

MAIN DUTIES AND RESPONSIBILITIES

- 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 help to ensure the department is a supportive, welcoming and learning environment for all.
- 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.
- To programme as required the ETC Eos family of consoles at a professional standard, working in conjunction with professional freelance lighting designers. This would not occur on in-house projects where you are already assigned to manage lighting and video delivery.
- 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, as required.

PROJECT LEAD

- 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 prepare any schedules, drawings and lists, necessary for the effective and efficient completion of the project.
- To successfully document and archive the project, both for its successful running and for any future remounts of the project.

- 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 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 provide accurate estimates of quantities of materials and goods for the completion of a project and to estimate the labour required to successfully complete a given 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 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.
- To assist with or to supervise, lighting department get-ins, fit-ups and get-outs – both in-house & visiting shows
- 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 & ADMINISTRATIONAL TASKS

- To produce appropriate plot sheets in accordance with departmental policy.
- To use and maintain the **Leeds Playhouse** online equipment information portal.

- 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 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 a production you have been assigned to.

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 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 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

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 be willing to undertake training and development as required.
- 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 your 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**.

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 Deputy Head of Lighting and Video is part of the Lighting & Video team, which sits within our wider Production directorate.

You will be managed by the Head of Lighting and Video.

KEY INTERNAL RELATIONSHIPS

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

KEY 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:

- Extensive, recent professional experience or equivalent, working in lighting within the events, performance or creative industries.
- Proven experience of programming theatre lighting consoles, ideally ETC Eos family, 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.
- Good communication & organization skills, with good level of empathy, integrity and confidentiality.
- Positive approach to equity, diversity and inclusion, with willingness to train in and develop those areas.

- A positive, can-do attitude.
- Calm, confident, understanding and flexible.

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.

EMPLOYMENT TERMS SUMMARY

CONTRACT

This is a permanent contract. Any offer we make is subject to:

- receipt of 2 satisfactory references
- proof of eligibility to work in the UK
- successful completion of a 12-week probation period

SALARY

£28,780 per year, plus BECTU/UK Theatre commercial get-outs and overtime payments.

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

HOURS

Full-time, consisting of 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. **Leeds Playhouse** operates under an in-house agreement.

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, if eligible.

HOLIDAYS

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

BENEFITS

- Up to 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

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 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.

THANK YOU

LEEDS 
PLAYHOUSE

FIND US AT

**PLAYHOUSE SQUARE,
QUARRY HILL, LEEDS LS2 7UP
LEEDSPRAYHOUSE.ORG.UK
0113 213 7700**

PHOTOGRAPHY CREDITS

All photographs are copyright
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the Wardrobe*, photography by
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