

JOB DESCRIPTION

Job Title:	Head of Lighting and Sound
Responsible to:	Technical Manager
Place of Work:	New Theatre Peterborough
Salary:	£22,500 - £24,000 Dependent on Experience

Main Purpose of Position

Support the Technical Manager in the smooth running of all aspects of the Technical Department, ensuring that all technical, facilities, and health and safety aspects of the department are delivered to the highest quality.

Responsible for the development, planning, and delivery of the lighting, sound, and digital production elements of the theatre's programme.

Key Responsibilities

Production and Operational

- To take lead responsibility for the delivery of the lighting, sound, and video elements of productions, and support the Technical Manager to effectively plan and manage these demands.
- To keep the Technical Manager fully informed of all areas of production expenditure and providing costings.
- Attending production meetings, rehearsals, technical rehearsals, get-ins, get-outs, and performances as instructed by the Technical Manager.
- To oversee and run fit-ups and get-outs as instructed by the Technical Manager.
- To oversee and advise on the use of all technical facilities on stage, ensuring they are carried out safely.
- Working as show crew, based on staff rotas and arranging cover where applicable.
- To work within the Technical department on the safe provision of all technical aspects relating to productions at Selladoor Venues or productions by Selladoor Worldwide.
- To programme sound desks and EOS lighting desks when required,
- To operate and provide show cover for productions – on all departments, including stage.

- To keep and maintain detailed documentation of all lighting, sound, and AV equipment.
- To keep detailed documentation of any faulty technical equipment and ensure that the theatre has working spares at all times.
- Be an active and engaged member of the New Theatre's technical team.
- Set up and support for any lighting/sound requirements in rehearsal rooms.
- To support and assist other departments and teams at the New Theatre as required to ensure the smooth operational running of the venue.
- To take on Duty Technician roles during performances, as required by the New Theatre.
- To be proficient in the use of all in-house systems and equipment at the New Theatre and proactively seek training in uncertain areas if necessary.
- As and when required, to liaise with creative teams, visiting companies, and external hirers regarding their lighting, sound, and AV requirements.
- To deputise for the Technical Manager, in his/her absence.
- To assist with administrative tasks as required, including but not limited to preparation of rotas, risk assessments and method statements, logging of equipment testing, and inspections as requested by the Technical Manager.

Staffing

- Supervise and line-manage personnel as required by the Technical Manager. Including full-time, casual/freelance, and incoming company production staff. Ensure that all personnel are fully briefed on health and safety procedures and that all work in the theatre adheres to the working practices and guidelines of the theatre.
- To participate in the recruitment of casual technicians.
- Assist the Technical Manager with training and induction for new full-time, casual, and freelance staff, with specific emphasis on the safe working practices of the theatre including evacuation procedures.
- To be available on the rota to cover duties as required.
- To promote good working relationships with all visiting companies and artists and to provide a welcoming environment within the theatre.

Health and Safety

- To be familiar with current Health & Safety regulations relevant to the industry and to keep abreast of changes to such regulations.
- To ensure that working practices throughout the building adhere to the in-house Health & Safety policy and with Health & Safety regulations generally.
- To assist the Technical Manager in implementing and inputting to working practices and procedures.
- To notify the Technical Manager of any Health & Safety issues which may arise.
- To assist in ongoing planned maintenance for all staging, rigging, lighting, sound, and AV equipment, including Portable Appliance Testing. To fault find and carry out end-user maintenance on these items and to ensure non-user

serviceable faults are reported quickly and correctly to the Technical Manager.

- To assist the Technical Manager with the general upkeep of the fabric, fixtures, and fittings of the auditorium, backstage, and Front of House areas.
- To comply, work within, and input where applicable to the guidelines of the theatre's license and working practices, as identified by the Technical Manager, especially with regard to Health and Safety issues

Maintenance

- Planning and carrying out minor alterations and improvements to the theatre installation as necessary.
- Liaising with and supervising outside contractors carrying out building maintenance.
- Planning and carrying out repairs, alterations, and improvements to the stage and BOH facilities.

General

- To take an active role in the theatre's technical team and staff as a whole, and contribute towards fulfilling the creative and operational aspirations of the company.
- To advise on new equipment & consumable supplies as required.
- Contribute to the development of departmental policies and practices.
- To ensure all backstage areas are kept tidy and maintained appropriately.
- To undertake any duties as agreed with the Technical Manager as is appropriate to the post.

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience, and capabilities.

In consultation and agreement with you, this Job Description may be amended at any time.