

## **HAMPSTEAD THEATRE RECRUITMENT PACK**

### **HEAD OF LIGHTING AND SOUND**

Thank you for your interest in the role of **Head of Lighting and Sound** at Hampstead Theatre.

To apply for the position, please complete the application form with particular emphasis on how you meet the person specification.

You should send your completed application form to [jobs@hampsteadtheatre.com](mailto:jobs@hampsteadtheatre.com).

The deadline for the application is **Friday 27 November at 5pm.**

### **DIVERSITY STATEMENT**

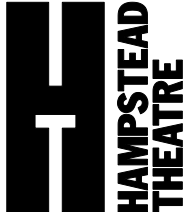
Hampstead Theatre believes that theatre and the arts must be relevant and accessible to the many, not just to the few.

Hampstead Theatre is an equal opportunities employer opposed to any form of direct or indirect discrimination and aims to positively engage with people from all backgrounds.

We welcome applications from candidates from diverse backgrounds.

### **ACCESS STATEMENT**

If this form is not an appropriate application method for you because of an impairment or disability please contact us to make alternative arrangements.



## **THE HAMPSTEAD STORY - ORIGINAL AMBITIONS.**

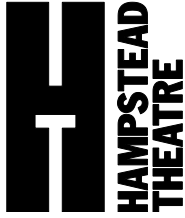
Our belief: To entertain the world with originality

Our purpose: We believe the greater the ambition, the greater the impact

Welcome to Hampstead Theatre. We were born in a humble hut over fifty years ago. Our simple mission was to create original theatre without creative restriction. We quickly attracted a generation of talent that helped to redefine British Theatre. That not only entertained but propelled the art form forwards. From Harold Pinter testing out his early plays here to the likes of Mike Leigh, Michael Frayn, Brian Friel and Terry Johnson – to name just a few. Original thinkers, every one.

We're still driven by the same ambition. To challenge, influence and shape the future of British theatre. To create the future mainstream - entertaining experiences that are original and ambitious. We see ourselves as part of a rich tradition that stretches back to the age of Shakespeare. A tradition that mixes craftsmanship with entrepreneurship. Commercial success with critical acclaim. And a creative eye that seeks out variety – from musicals like *Sunny Afternoon* to mould-breaking plays like *#aiww: The Arrest of Ai Weiwei* and *Chariots of Fire*. We were the first to turn a theatre into an Olympic park.

We left our hut a long time ago and now occupy London's newest theatre. Purpose built for the 21st century to allow our writers, actors, directors and producers maximum creative flexibility. It's from this base that we will take our work to the wider world. To the West End. To the Internet. And beyond. Our ambitions are big. We aim to move theatre forwards with new ideas, talent and energy to excite our audiences with the lateral, the fresh and the unexpected. It's part of our belief that innovation, reinvention and surprise are the lifeblood of true entertainment. Here's to the future – it belongs to those who cherish originality.



## **HEAD OF LIGHTING AND SOUND – JOB DESCRIPTION**

### **Purpose of Post**

The Head of Lighting and Sound is responsible for delivering all lighting, sound and audio visual aspects of Hampstead Theatre productions to the highest possible standards.

The Production Department is led by the Technical Director and also includes a Deputy Head of Lighting and Sound, a Deputy Head of Stage and a Production Assistant.

Freelance Production Managers and stage management teams are recruited to work on a show-by-show basis.

### **Responsibilities include:**

#### **Production**

- Facilitating, overseeing and realising the electrical requirements for all productions including lighting, sound and AV as required by directors and designers, within the budgetary confines and other parameters set by the Technical Director and visiting Production Managers.
- Adhering to budgets, keeping the Technical Director and visiting Production Managers fully informed of all areas of production expenditure, providing costings and seeking, where appropriate, authority for such expenditure in advance.
- Attending production meetings, rehearsals, technical rehearsals, get-ins, get-outs and performances as required.
- Planning, overseeing and undertaking rigging and focussing of all electrical equipment.
- Designing, building and fitting-up electrical effects, practicals and dummies as required.
- Operating shows in accordance with staff rotas.

#### **Staffing**

- Recruiting, scheduling and managing all electrics staff, promoting good working practices and maintaining high production values at all times.
- Ensuring appropriate training and induction is given to all electrics staff.

#### **Health & Safety**

- Implementing and overseeing Health & Safety in all backstage and onstage areas, adhering to the in-house Health & Safety policy and with Health & Safety regulations generally.
- Identifying hazards and completing suitable risk assessments for all electrics related activities.
- Ensuring that all Health & Safety maintenance and training records relevant to electrics are completed and communicated to staff.

**General**

- Administrating the running of the Electrics Department, providing schedules, budgets, time sheets and risk assessments as required.
- Liaising with the Director of Operations on building electrical issues, including overall look of architectural and foyer lighting, and ensuring regular building lamp rounds are carried out.
- Staying up to date with developments in lighting, sound and AV and to research and implement them as necessary and appropriate.
- Ensuring all electrical equipment is maintained and serviced as required.
- Planning and carrying out minor alterations and improvements to the theatre installation as necessary.
- Ordering new equipment and consumable supplies as necessary in accordance with departmental budget and accounting procedures.
- Ensuring that backstage areas are kept in an appropriate state at all times.

**The following responsibilities apply to all Hampstead Theatre staff:**

- Participating actively in the life of the theatre.
- Complying with Hampstead Theatre's Equal Opportunities, Health & Safety and other policies at all times.
- Carrying out administrative work generated by the above activities.

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.

## **Person Specification**

### **Essential**

- Previous professional electrics experience in a producing theatre.
- Previous experience of working with and supporting creative teams.
- Direct experience of lighting, sound and AV rigging and operation.
- Excellent experience of programming ETC consoles and moving lights.
- Working knowledge of digital sound desks and digital playback technology.
- Awareness of Health & Safety issues relevant to the role.
- Highly organised, with an ability to prioritise and multi-task.
- Flexible, responsive and a team player.
- Good communication skills.
- Excellent computer skills.
- Proven leadership skills and experience of managing crews.
- Ability to remain calm whilst working under pressure.
- Available to work scheduled evenings and weekends.
- Ability to carry out the physical demands of the job.
- Ability to interpret and work from technical drawings.
- Ability to comfortably work at height.

### **Desirable**

- Experience drafting with CAD.
- City & Guilds Level 2 & 3 Diploma in Electrical Installations (Buildings and Structures) or higher, or equivalent.
- Technical Theatre Lighting degree from recognised industry body.
- Recognised IPAF and Harness qualification.



## **HEAD OF LIGHTING AND SOUND – TERMS AND CONDITIONS**

Salary – c. £30,000 p.a. plus overtime.

Hours – This is a full-time position. A normal working week would consist of 43 hours based on a standard working week of 43-hours, Monday to Saturday. Overtime is payable for hours worked in excess of this and for hours worked overnight, on Sundays and on Public Holidays. Scheduled evening and weekend work will be required.

Holiday – 28 days annual leave plus Public Holidays.

Contract – Permanent, after completing three months' probation.

Other benefits:-

Interest-free season-ticket travel loans.

Complimentary tickets for performances.

Employer's contribution to NOW! pension scheme.

10% discount at Hampstead Theatre's Café Bar.