May 2019

Dear Applicant,

Thank you for your interest in the post of **Lighting Deputy.**

Please find enclosed:

1. Job Description and Person Specification
2. About Theatre Royal Stratford East
3. Application Form

Completed applications are to be returned by **12 midday Monday 3 June 2019**

Interviews will be held on: **Monday 10 June 2019**

To apply for this position, please return your completed application form and monitoring form to recruitment@stratfordeast.com

You may find it helpful to look at the Stratford East website [www.stratfordeast.com](http://www.stratfordeast.com) for general information on the theatre’s policies, current programme and past history.

I hope that you will be interested in applying for the post

With best wishes,

Eleanor Lang

Executive Director

**Due to high volumes of applications, we are unable to contact you if you have not been shortlisted.**

**Job Description**

**Job Title:** Lighting Deputy

**Reporting to:** Head of Lighting

**Responsible for:** Casual technical staff

**Main purpose of the post**

Alongside the Head of Lighting, being responsible for the running and maintenance of in-house, toured and hired lighting equipment, ensuring designs for productions are realised within the budgetary confines and timelines set by the Head of Production.

**Principal Duties and Responsibilities**

* With the Head of Lighting to plan, rig, operate and maintain lighting equipment for all productions at Theatre Royal Stratford East (TRSE) and occasionally at other venues – if required to do so.
* Programme and operate any lighting consoles as required by the production.
* Supply accurate costings to the Head of Lighting and Head of Production for electrical equipment, supplies and staff as required to facilitate the requirements of each production.
* Achieve the requirements of the Lighting Designer and Director as far as possible within the parameters of the production budget, time constraints and Health & Safety considerations.
* Supervise casual technical staff within the lighting department to ensure they work safely and efficiently to achieve the aims of the department.
* Be available for production meetings, rehearsals, technical rehearsals, get-ins, get-outs and performances as required.
* Encourage good working practice within the department and maintain high production values.
* Design lighting requirements for small in-house shows, incoming one-off shows and youth arts shows etc if required.
* Assist the production team with maintenance for lighting, sound or video equipment.
* Be familiar with current Health & Safety regulations relevant to the industry and to keep abreast of changes to such regulations.
* Notify the Head of Lighting, Head of Production and/or General Manager of any Health & Safety issues which may arise.
* Help provide risk assessments for the electrical elements of each production, and general risk assessments for specific areas of work within the department in consultation with the Head of Lighting and Head of Production.
* Provide and maintain COSHH and Health & Safety records relevant to the department.
* Help keep a good record of equipment and the maintenance thereof.
* Order new equipment & consumable supplies if required to do so by the Head of Lighting and Head of Production.
* Take an active role in the theatre’s Production team and staff as a whole, and contribute towards fulfilling the creative and operational aspirations of the company.
* Other tasks as required, commensurate with the overall purpose of the post.

**Person Specification**

**Essential**

* Experience working in a receiving or producing theatre environment.
* Experience lighting rigging practices and operation.
* Knowledge of programming and operating ETC Gio and Ion lighting desks.
* H&S awareness/training.
* Good communication skills.
* Computer literacy.
* Ability to work well within a team.
* A flair for creative problem-solving.

**Desirable**

* Experience rigging, focussing and operating theatre sound equipment.
* Experience of equipment maintenance including PAT-testing.
* Experience of lighting design.
* Training and qualification in theatre electrics and/or electrical installation.
* Clean driving license.

**Contract type:** Full time and permanent

**Salary:**  £22,000 + overtime pro rata

**Hours of Work**: 43 hours per week + overtime as agreed

**Holidays:** 22 days per annum plus bank holidays pro rata. This will

increase by 1 day for each full holiday year of service completed

to a maximum total of 25 days pro rata

**Probation:** 6 months

**About Theatre Royal Stratford East**

Since 1884, Theatre Royal Stratford East, the historic producing house in the heart of London’s East End has spearheaded diverse work, and championed often marginalised stories on its stage.

From 1953 – 1979 the theatre was the home of Joan Littlewood’s legendary Theatre Workshop Company. The Company received international recognition with their acclaimed productions such as Oh, What a Lovely War! and A Taste of Honey.

Many leading actors, writers and directors have been part of the Theatre Royal Stratford East family including Meera Syal, Barbara Windsor, Don Warrington, Sheila Hancock, Indhu Rubasingham, Tanika Gupta, Roy Williams and Cynthia Erivo to name but a few.

Under Nadia Fall’s Artistic direction, we present a bold programme of reimagined classics, timely revivals and ground-breaking new work.

Situated in the heart of the East End community, we run an engaging Learning and Participation programme and are accessible and open to all.