

November 2023

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

This pack includes information on Theatre Royal Stratford East, the job description, person specification and details on how to apply. Please read all the information carefully before starting your application. Only relevant information will be considered when shortlisting applicants for interview. You may find it helpful to look at the Stratford East website www.stratfordeast.com for general information on the theatre's policies, current programme and past history.

We would like all applicants to know that if they need additional support during the recruitment process we are happy to make reasonable adjustments.

Supporting statements can be submitted in written, video or audio format, please see the application form for more details.

To apply for the post, please:

- Complete an application form. Use the Supporting Information section on the form to explain why you are interested in this role and how your experience and skills match the person specification.
- Complete the equal opportunities monitoring form via this link: [Applicant Monitoring Form](#) (optional)
- Enter your details on our online submission form: <https://hr.breathehr.com/v/head-of-lighting-32554> and upload the application form.
- When submitting your application form via our website, please ensure your full name is part of the file name of the document you upload.
- Do not submit CVs, as these are not accepted.

The deadline for receipt of completed applications is **Midday on Monday 27 November. Applications received after Midday on the deadline date will not be accepted.**

It is intended that initial interviews will take place on **w/c 04 December.**

We may ask you to carry out a task as part of the interview process. We give as much notice as possible

ahead of a task. We are happy to make reasonable adjustments for applicants, if needed, to complete the task.

We look forward to receiving your application and thank you for your interest in Theatre Royal Stratford East.

Theatre Royal Stratford East

Stratford East is here to make truly great theatre in an atmosphere that welcomes all, with extraordinary shows that are affordable by all in the beating heart of East London.

Stratford East is a producing theatre, built in 1884, in the heart of East London, situated a short walk from Stratford station. We have a proud history and an exciting future. We represent our culturally and socially diverse community in the work we make, the people we employ and our audiences and participants. We tell stories that are current, political and representative of London.

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.

Under Nadia Fall's Artistic direction, we present a bold programme of reimagined classics, timely revivals and ground-breaking new work. Our current season includes a new production to celebrate the 30th Anniversary of Jonathan Harvey's coming-out and coming-of-age story *Beautiful Thing*, *Jack and the Beanstalk* as our annual pantomime, and a revival of the Stratford East hit musical *The Big Life*.

Alongside our work on stage, we run a Learning and Participation offer that is accessible and inclusive to all, with the aim to develop creative talent for people of every age. We run a range of programmes to create a lasting impact for our local community which aims to:

- provide routes into the industry, across all theatre departments, with a particular focus on diversifying those coming into the workplace, ensuring the theatre workplace of the future is a diverse and skilled one; and
- provide opportunities to people of all ages to develop their creative talents and engage with the work of the theatre, ensuring that there is a creative outlet to the widest possible constituency.

Governance and Finances

Theatre Royal Stratford East is a registered charity (Charity Name: Pioneer Theatres Ltd) and a company limited by guarantee. Stratford East Trading Limited is a

subsidiary of the charity and operates the bar and catering provision. We are overseen by a non-executive Board of Directors chaired by Dame Margaret Hodge MP. The Board delegate day-to-day management of the theatre to its Executive Team: Nadia Fall (Artistic Director and CEO) and Eleanor Lang (Executive Director).

We have an annual turnover of approximately £3.5m and our work is funded through four main sources: grant income from Arts Council England and the London Borough of Newham; box office income; fundraising income from trusts, businesses and individuals; and other earned income which includes commercial hires, catering and front of house sales.

Safeguarding and Safer Recruitment Practises

Stratford East is committed to safeguarding and embeds safeguarding in all of its working practices.

As part of our recruitment process, we ask applicants to agree to undertake a DBS check and complete a self-disclosure form, if applicable to the role.

If required, applicants will need to complete a self-disclosure form if invited to an interview. The completed form should be brought to the interview in a sealed envelope, marked 'confidential'. The envelope will only be opened, and the contents reviewed, as part of our referencing process, if the candidate is successful. All unopened disclosure forms will be shredded.

References are only sought for successful candidates, when referees are approached, we will ask them to assess the candidate's suitability for the role if it involves working with children, young people, and vulnerable adults.

JOB DESCRIPTION

Job Title: **Head of Lighting**
Reporting to: Head of Production

Responsible for: Lighting Deputy and Casual technical staff

Key Working Relationships: Head of Sound, Head of Stage, Production Managers and freelancers

MAIN PURPOSE OF THE POST

To be responsible for all aspects of the day to day running of the Lighting Department at Theatre Royal Stratford East and to support the Head of Production in facilitating the lighting requirements of each production and the efficient management of the department. The role will also cover the overseeing of performance video needs alongside the Head of Sound and will support the Learning & Participation team in the development of technical courses.

The role will be based at Theatre Royal Stratford East but may be required to work in other venues on Theatre Royal Stratford East productions.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Productions

- Under the instruction of the Head of Production to facilitate show lighting requirements – liaising with the Lighting Designer on produced and incoming shows
- Recruit and supervise freelance and casual technical and staff
- Ensure the safe and efficient Get in/out, rigging, focusing and operation of equipment for Stratford East productions, co-productions and hires, within schedule and budget limits agreed with the Head of Production, Producer and or Production Manager of incoming shows
- Work on shows as LX Operator, Programmer or Production Electrician
- Undertake pre-show preparation – research, costing, ordering equipment and consumables, as required and within the parameters of defined budgets
- Liaise closely with Creatives and touring Production Managers on designs
- Attend production meetings, progress meetings, read-throughs and rehearsals as required
- Liaison with other departments regarding the planning of productions

- Work to designs and installations deadlines as per production schedules
- Assist other members of the Production Department as and when required– working particularly closely with the Head of Sound in the delivery of video for productions

Maintenance

- Ensure the Lighting department areas of work; including the control room, lighting and rigging stores, dimmer room etc., are maintained and tidied to the satisfaction of the Head of Production, reporting any faults immediately
- Keep all equipment (including PAT) and other stock items in the Lighting department in a good state of repair, advising on damaged equipment / reduced stock when appropriate. Oversee and advise on periodic testing of Production lighting installation
- Ensure good housekeeping in all technical areas of the Theatre
- Work with the Maintenance department to carry out any general building repairs as requested by the Head of Production

Health and Safety

- Work closely with Head of Production to create and maintain a safe working environment
- Producing risk assessment and method statements
- To be a proactive member of the Health and Safety committee

Other

- Work as designer, when required, on one-night productions , L&P productions and any other events under the remit of the lighting department
- Generate ideas for the efficient and effective running of the production department
- Work closely with the Learning and Participation department to facilitate any technical courses.

General

- To represent the Theatre at some events, conferences and meetings
- Maximise income and minimise expenditure wherever possible, without jeopardizing the quality of the work or the reputation of Theatre Royal Stratford East
- Be familiar with and abide by all Theatre Royal Stratford East Company Policies including, but not limited to, our Equal Opportunities Policy, Dignity at Work Policy and Health and Safety Policy
- Undertake any other duties as appropriate to the post

PERSON SPECIFICATION

	Essential	Desirable
Experience and Knowledge		
Minimum of 3 years experience in a producing theatre	X	

Experience in rigging and focusing lighting, sound and A/V equipment	X	
Experience in equipment maintenance including PAT testing	X	
Experience in operating and programming ETC lighting desk	X	
Some experience in lighting design	X	
Experience and knowledge of moving light maintenance	X	
Experience of, and ability to, working at height and in using a broad range of access equipment	X	
Proven ability to read and understand lighting plans and technical drawings	X	
Experience in operating sound equipment		X
Excellent knowledge of stage and rigging and lighting equipment	X	
Knowledge of theatrical technical products, equipment and systems	X	
Sound working knowledge of Health and Safety legislation in this field	X	
Working knowledge of AutoCad and/or Vectorworks	X	
Personal Attributes		
Ability to lead, manage and motivate a team	X	

Highly organised, with an ability to prioritise and multi-task	X	
Good communication skills	X	
Ability to remain calm whilst working under pressure	X	
Qualifications (if applicable)		
First Aid Training		X
A clean driving license		X

INFORMATION

TRSE is committed to a policy of equal opportunities embracing diversity in all areas of activity and positively welcomes applications from disabled people and people of all ethnicities.

Contract type: Full time, permanent

Salary: £34,000 plus overtime, per annum

Hours of Work: Normal working hours will be a minimum of 39 hours per week, excluding breaks. The normal hours are worked, over five days, Monday to Saturday inclusive. Overtime is payable for hours worked in excess of this and for hours worked on Sundays, Public Holidays and overnight. Regular evening, weekend and overnight work will be required.

Holidays: 30 days per annum including bank holidays. This will increase by 1 day for each full holiday year of service completed to a maximum total of 33 days. Holiday is pro rata for part time roles.

Probation: 6 months

Notice 2 months (after probation)

Period:

Pension: Up to 5% matched pension contribution after qualifying period

Other Season ticket loans, Cycle to Work
Benefits: Scheme, complimentary theatre tickets, staff catering discount, Employee Assistance Programme (support and advice via phone and online for on various matters including legal, debt, counselling etc.)

INFORMATION

TRSE is committed to a policy of equal opportunities embracing diversity in all areas of activity and positively welcomes applications from disabled people and people of all ethnicities.

End of document.