

## JOB DESCRIPTION

**JOB TITLE:** DEPUTY HEAD OF LIGHTING AND SOUND

**REPORTING TO:** HEAD OF LIGHTING AND SOUND

**RESPONSIBLE FOR:** CASUAL CREW

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### Cambridge Arts Theatre

Cambridge Arts Theatre (CAT) is an independent theatrical charity. We're here to inspire and nurture a lifelong love of the performing arts and to secure the future of our Theatre for the next generation of theatregoers.

### Purpose of role

To carry out the duties of the Deputy Head of Lighting and Sound in a first class receiving/producing venue with due diligence as directed by the Head of Technical, and other Heads of Departments including but not limited to: working on the get in, fit up, show running and get out of productions. To work alongside other technical staff and casuals to create a safe and welcoming environment. To ensure that the core values of CAT are adhered to at all times.

### Key Responsibilities

- To work in a co-operative and collaborative manner with the Head of Technical, Heads of Departments, casual workforce and visiting companies in establishing and executing the technical needs of the visiting company in the theatre.
- To deputise for the Head of Lighting and Sound when called upon.
- To perform performance duties on all productions as directed by the Head of Lighting and Sound.
- In conjunction with the Head of Lighting and Sound to be responsible for the management and the upkeep of the venue and all of its technical equipment.
- To ensure accurate working time records are kept up to date and submitted in a timely manner to the Head of Lighting and Sound.
- To carry out preliminary and preparatory work where required for Visiting Companies.
- To manage time efficiently and where practically possible, within the Working Time regulations and the company's Working Time Policy.
- To take responsibility for all technical equipment and to undertake in the training and safe operation of such equipment.
- To advise on replacement equipment and training requirements as needed.
- In conjunction with the Head of Lighting and Sound assist in ensuring all statutory inspections and certifications are kept up to date.
- In conjunction with the Head of Lighting and Sound assist in ensuring that all electrical equipment in the theatre is kept up to date with relevant inspections and certification.
- To ensure that good housekeeping is maintained in all technical areas and backstage areas.
- To be aware of current Health and Safety Legislation and other Legal requirements affecting the areas of responsibility and to ensure that all work is carried out in keeping with policy and procedures.
- To keep the Head of Technical and other Heads of Departments informed at all times of issues relating to areas of responsibility.
- To respond to and co-operate with the needs of the visiting company and the rest of CAT to enable a positive and supportive solution to relevant problems.
- To work in a co-operative and collaborative manner with all staff within and outside of technical areas

- To work on planned maintenance and the upkeep of the building fabric as directed and on a regular basis.
- To attend production meetings, when appropriate, respond to show reports and together with the other members of the technical department resolve any matters that arise.

This list of duties and responsibilities is not exhaustive and the employee may be required to perform duties outside of this brief as is operationally required and at the discretion of their line manager.

### **Essential skills and experience**

- A good understanding and practical knowledge of the principles and safe working practices of theatre lighting, sound, electrical installation, and theatre rigging.
- A good working knowledge of operation and programming of ETC desks.
- A good working knowledge of sound systems and installations.
- The ability to work on one's own initiative and within a team
- Excellent communication & interpersonal skills.
- Friendly and approachable manner. Co-operation and adaptability will be key ingredients.
- Pro-active and flexible approach to work. The applicant must have the ability to work within a small team who will inevitably spend much working time together.
- Good communication with visiting companies.
- Good IT skills using Microsoft Office.
- Responsive to artistic needs.

### **Desirable skills and experience**

- Good working knowledge of AV and projection systems.
- PAT qualification
- First Aid qualification
- Previous touring experience.
- Previous Lighting design experience.
- A good understanding and appreciation of all theatrical technical departments.

### **Terms and conditions**

**Salary:** Circa £30,000, depending on experience

**Hours of Work:** This salary will be offered as a buyout for hours worked, to a maximum of 40 hours per week averaged over the duration of the contract, in conjunction with the company's Working Time Policy.

**Holiday entitlement:** 20 days for full time staff

**Probationary Period:** 3 Months

**Notice Period:** Following the completion of a successful probationary period the notice period is 1 month.

**Pension:** The employer offers an auto-enrolment pension with Standard Life.