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| **Deputy Head of Lighting** | The Rep Logo (resized) |

# Applying for this post

To apply for this post please complete the online application process on our website: [https://www.birmingham-Rep.co.uk/get-involved/careers-and-vacancies.html](https://www.birmingham-rep.co.uk/get-involved/careers-and-vacancies.html)

Data from your diversity monitoring form will not be shared with the recruitment panel.

\*we accept other forms of submission including video and audio recordings.

The Rep is a Disability Confident Employer. If you would like to apply under this scheme please selection this option on our application portal.

The Rep supports and encourages applications from refugees seeking asylum in the United Kingdom. We will guarantee an interview to any refugee if they meet the minimum criteria for the job vacancy and has the legal right to work in the UK. If you would like to apply under this scheme please select this option on our application portal.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact Reptalent@birmingham-Rep.co.uk

## Guidance

Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

In line with GDPR, your application will be retained securely for 6 months before being destroyed if you are unsuccessful.

Vacancies will generally close by the deadline, however, we reserve the right to close the vacancy early if we receive a high volume of suitable applicants. We therefore advise candidates to submit their applications as soon as possible if they wish to be considered for the role. Any applications made after the deadline will not be considered.

# Role Summary

Established in 1913, The Rep has an unparalleled history as a pioneering repertory theatre and the launch-pad for some of the most exciting talent in UK theatre both past and present. Today it is a producing powerhouse with three auditoria - The House, 820 seats; The Studio, 300 seats; The Door, 150 seats - as well as extensive on-site production facilities.

Under the Artistic and Executive leadership of Sean Foley and Rachael Thomas the theatre is in the midst of a process of significant renewal, with the vision of being a national and international centre for artistically ambitious popular theatre in all its forms: comedies, dramas, musicals, dance-theatre and family shows. Revivals, new work and commissions will play in all three theatres. Many of its productions already go on to enjoy future life through commercial transfers and national/international tours.

These are exciting times for The Rep and the city of Birmingham. The UK’s 'second city’ has the youngest population in Europe, and is the most multicultural city in the UK. It is a city full of dynamism and energy, and currently undergoing its own renaissance as one of the fastest growing cities in the country.

Part of The Rep’s mission is to ensure that its programme is truly representative of the city it serves, and we aim to imaginatively engage with the people of Birmingham and beyond to create productions that fill our theatres with its people. In every endeavour, we promote inclusivity, diversity, and equality.

Working alongside the Head of Lighting, this role will have responsibility for all LX requirements for the Rep productions and will assume a hands-on role in the day to day running of the department. You will ensure excellent customer service is consistently provided to staff, customers and visitors to The Rep and UVB events. This role will require you to deputise for the Head of Lighting and ensure the efficient technical management of all events and productions.

There is also responsibility to ensure that digital technology and sustainability are at the heart of every project.

### Main duties and responsibilities

The role main duties and responsibilities of the role are:

* Working with the Head of Lighting, liaise with other technical staff and UVB Team regarding the requirements for conferences, hires and visiting companies.
* Install, operate, programme and maintain lighting equipment for conferences, hires, Rep productions and visiting companies as required.
* To maintain and run performances, ensuring the productions continued adherence to its creator’s original design.
* Working with the Head of Lighting, liaise with the incoming creative teams on design and requirements for Rep productions.
* To work to design and installation deadlines as per production and technical schedules as set by the Head of Lighting.
* Maintain all technical equipment both on a day-to-day and formalised scheduled programme.
* Create and install practical lighting elements for Rep productions.
* Liaise with the Head of Lighting and the Creative Learning team to create opportunities for access and learning throughout the department.
* To act as an ambassador for the Rep and maintain a professional appearance whenever at work but especially when working on conferences, hires and UVB events.
* To liaise with other departments regarding audio-described and signed performances.
* To carry out other technical duties or special projects as reasonably required by the Head of Lighting.
* Liaise closely with other departments to ensure efficient and effective completion of tasks and working patterns.
* To work alongside the Head of Lighting to generate ideas / projects for the better running and / or improvement of the Lighting department at The Rep.
* To ensure excellent customer service is maintained at all times.
* Ensure the departments functions are conducted within the parameters, budgetary or otherwise, as set out by the Head of Lighting.
* Deputise for the Head of Lighting, to ensure representation at all Design, Progress, Production and Departmental meetings, as well as other meetings as required.
* Keep pace with technical developments within the sector and beyond and undertake further training and development as required.
* Ensure that a high standard of housekeeping prevails in all departmental areas.
* Working with the Head of Lighting to actively embrace and seek to embed digital solutions to presenting work and to developing work flows across the department.
* Ensure that sustainable methods of delivering on all output are considered, developed and implemented where possible.
* Work with the Head of Lighting to help support and actively participate in the Birmingham Rep’s apprenticeship schemes.
* Deputise for the Head of Lighting as and when required.
* Any other duties as reasonably requested by the Head of Lightingto ensure the smooth running of the Lighting department, also duties assisting the building maintenance team with improvements / maintenance of the building.
* This role may require occasionally working away from Birmingham.

**Communication and Administration**

* Ensure detailed records are maintained for all equipment.
* To ensure show files and any relevant records are archived.

**Finance**

* Comply with The Rep’s financial policies and procedures and work with the Head of Lighting to maintain budgets and resources accordingly.

**Health & Safety**

* Work closely with the Head of Lighting and other Rep team members and consultants to maintain a safe working environment.
* Maintain and update records of risk assessment and maintenance, as well as maintain general record keeping.
* Ensure method statements or safe systems of work are implemented and that appropriate training has been completed.
* Be an on-duty First Aider.

**General** **Responsibilities**

* Adhere to and implement the guidelines, procedures and policies of the company as detailed in the staff policies (available from the staff intranet).
* Play a role in the life of the company and work across departments to develop a positive and engaged organizational culture.
* Be aware of, and comply with, rules and legislation pertaining to Health & Safety at work and abide by the procedures set out in the Health & Safety Policy.
* Be aware of, and comply with, rules and legislation pertaining to data security and GDPR at work and abide by the procedures set out in the Data Protection Policy.
* All staff are expected to demonstrate an understanding of, and adherence to, our safeguarding policy, including a duty to report any issues of concern.

## Other duties and responsibilities

The duties and responsibilities set out should not be regarded as exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post.

The post-holder may also be called upon to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement for that to happen. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

**Key relationships**

This role reports to the Head of Lighting and deputises in managing the Lighting team including:

* LX technicians
* Casual LX staff

The structure above may change from time to time based on business need but reflects the broad areas of responsibility and is indicative of the number of direct reports.

## Internal

* Technical Manager
* Members of the Senior Management team
* Heads of Department across the organisation
* Staff groups, forums and trade unions as required
* UVB Team

## External

* Providers, suppliers
* Freelance Production Staff
* Creative teams

**Person specification**

## You must have

If you do not demonstrate that you meet all these criteria you may not be shortlisted.

* Minimum 3 years of experience in a producing theatre.
* Extensive experience, knowledge and understanding of the theatrical technical industry and in particular technical products, equipment and systems.
* Excellent communication and organisational skills, both written and verbal.
* Knowledge of current Health & Safety guidance, practice and practical implementation.
* Excellent knowledge and experience in lighting.
* Ability to lead, manage and motivate a team.
* Ability to work under pressure while managing time effectively, meeting deadlines while continuing to pay close attention to detail and accuracy.
* Working at height certification.
* Ability to and experience of working at height and in using a broad range of access equipment.
* Ability to solder and create practical lighting elements.
* Computer literate and practical experience of using Word, Excel (or equivalent) and AutoCAD or Vectorworks.
* Experience of liaising with creative teams and ability to interpret design concepts into an achievable outcome.
* Positive outlook and a flexible approach to working, including unsociable hours.

## It’d be great if you had

If we need to choose between candidates who meet the essential criteria, we may take these factors into account.

* Full clean driving license and experience in driving vans.
* Formal electrical installation and inspection certification.
* First aid certification.
* IPAF.

# Terms & Conditions

### Period of workThis is a permanent contract, subject to successful completion of a probationary period of three months.

**Pay**£29,013.99 : pro rata if part time

A relocation package may be negotiated

**Hours**2028 hours per year (equivalent to 39 hours a week)

You will be entitled to double time hours for Sundays & Bank Holidays and these will be added to your annualisation. If, at the end of the year, your annualisation is about 2028 hours your additional hours will be paid out at your hourly rate. You will still be able to claim for auxiliary payments (get outs and meal allowances)

### Holidays20 days per year plus public holidays, increasing to 25 days with service.The holiday year runs from 1st September to 31st August each year.

### Notice periodThe notice period will be 2 months.

**Location of work**Your main place of work will be The Rep in Birmingham, but you may be required to work permanently or temporarily at other locations.
You may be asked to work temporarily in other locations in the UK. Your role may involve some international travel.

**Relocation**
Relocation package available upon application

**Training and Development**
Training and development package available upon application

### Other benefits

* Contributory staff pension, 5% employee and 3% employer

### Non-contractual benefits

* Free-to-use employee assistance service
* Staff ticket discount
* Staff discount in The Rep food and drink outlets (when available)
* We actively encourage all staff to see shows as we believe that being part of the Rep product enhances everyone’s experience as an employee and ambassador. To ensure everyone has a chance to attend shows every staff member is invited to attend press night for all The Rep's own productions along with further complimentary tickets where possible as well as competitive discounts throughout the year.

There’s no such thing as perfection…

At the Rep we don’t expect or look for the ‘perfect candidate’, instead we look for people who can positively contribute to our team. In return you will be given support, encouragement and all the right conditions to grow, succeed and be your best. We are committed to creating an inclusive workplace where difference is a strength and every unique voice and skill is recognised and valued.

For us, recruitment is more than a match against a job description, it’s about feeling excited to come to work every day and being proud of who you work with and for. We believe The Rep is for everyone, so however you identify, whatever your background, if you feel excited about this role then we urge you to please apply.

It’s important to us that The Rep reflects the communities we serve and therefore we particularly welcome applicants from the global majority and D/deaf & disabled communities as these groups are not as well represented as we want them to be. We want our Rep to be culturally informed and accessible to all, so we encourage you to celebrate and share your own cultural experience and knowledge of our city proudly in your application.

We guarantee to interview anyone from these under-represented groups whose application meets the minimum criteria for the post. By ‘minimum criteria’ we mean that you must provide us with evidence in your application form which demonstrates that you generally meet the level of competence required for each competence (or could with reasonable support), as well as meeting any of the qualifications, skills or experience defined as essential in the person specification.

Diversity monitoring
Our ultimate aim is to have diversity of all kinds in every layer of the organisation and to help us keep track of our success we kindly ask you to complete an Equality and Diversity form alongside your application. Participation is voluntary but appreciated and your responses will be anonymous and not shared with the recruiting managers.

Environmental
As one of the largest producing houses in the midlands, we are aware that we have a responsibility to the environment beyond legal and regulatory requirements. As such, we are aiming to be carbon neutral within 10 years with sustainability at the forefront of our working practices and integrate climate aware work into our programme. We have committed to adopt the Green Book Sustainable Productions framework on a minimum of 2 productions a year. Our Environmental Working Group is comprised of staff from across organisation to become environmental champions and meet regularly to review and update our Environmental policy and plans. We are committed to exploring, trailing and renewing ways in which the organisation and staff can reduce their environmental impact and carbon footprint.

Flexible working
We know flexibility is everything and we foster a working environment which is focused on outcomes. For this role you will be required to work specific hours and be present in the building to help with the running of performances. We actively encourage applications for job shares and will make every effort to accommodate these requests.

# Safeguarding The Rep is committed to safeguarding, and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

# Offers

Any job offer we make is subject to:

* Receipt of 2 satisfactory references
* Proof of eligibility to work in the UK
* Role appropriate background checks
* Evidence of appropriate qualifications