

June 2021

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](http://www.stratfordeast.com) for general information on the theatre's policies, current programme and past history.

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-16941> 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 28<sup>th</sup> June. Applications received after midday on the deadline date will not be accepted.**

It is intended that initial interviews will take place on **Wednesday 7<sup>th</sup> July** and second round interviews on **Monday 12<sup>th</sup> July**.

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

**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.**

## Theatre Royal Stratford East

Stratford East makes theatre both for, and inspired by, our community in Newham, East London. We continue the political and revolutionary ethos of our founder Joan Littlewood as a leading London theatre and civic hub for East London. We are driven by our art, inclusive and bold. We tell stories that provoke discourse about the world we live in and our place within it.

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. Nadia's first season included a revival of *Equus*, which received seven 5 star reviews and a West End transfer, Sir Lenny Henry starred in a critically acclaimed and powerful rendition of August Wilson's *King Hedley II*, and we engaged over 300 young people in a large scale production of Benjamin Britten's *Noyes Fludde* in collaboration with English National Opera.

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.

## **Our Mission**

- We produce work of the highest artistic quality that is:
  - Popular: Theatre of the highest quality that seeks to move and entertain everyone
  - Political: Work that provokes discourse about the world we live in and our place within it
  - Inclusive: Stories that are representative of our East London home and speaks to a wider London audience and which strive for an expansive and imaginative portrayal of its diverse communities
- We ensure diversity and inclusion is central to everything we do
- We are investing in our Grade 2 listed building
- We work to be environmentally sustainable
- We nurture and develop our staff
- We create and champion opportunities for a diverse range of artists
- We develop an emerging generation of talent
- We present a year-round participation programme for people of all ages
- We engage with local partners and people in Newham and the East London area

## **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.

## **COVID-19**

As with many in the theatre industry, our doors reopened to the public on 2nd June 2021 after a prolonged dark period due to the ongoing Coronavirus pandemic. We closed our doors on 16th March 2020, and since 20th March 2020 staff have been working from home. On 17th May 2021 we were thrilled to be able to welcome some staff back into the building, however, we anticipate that it will be a long time before all staff are back in the building together full time, and some home working is likely to be in place for the immediate future. This job description is written with our current plans in mind, however, in light of the current rapidly changing and unpredictable situation it is possible that priorities might change.

## **JOB DESCRIPTION**

**Job Title:** Head of Lighting

**Reporting to:** Head of Production

**Responsible for:** Senior Lighting & Video Technician and Casual technical staff.

**Working with:** Head of Sound, Head of Stage, Production Managers and freelancers.

### **Department Information**

The Production Department is currently a team of five, led by the Head of Production and comprised of a Head of Stage, Head of Lighting, Head of Sound and Senior Technician Lighting & Video.

### **Main purpose of the Role**

The Main purpose of the role is 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, as a whole.

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 casual Technical staff
- Ensure the safe and efficient loading 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 kit/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
- To work to design and installation 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 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**

### **Experience**

Minimum of 3 years experience in a producing theatre  
 Experience in rigging and focusing lighting, sound and A/V equipment  
 Experience in equipment maintenance including PAT testing  
 Experience in operating and programming ETC lighting desk  
 Some experience in lighting design  
 Experience and knowledge of moving light maintenance  
 Experience of, and ability to, working at height and in using a broad range of access equipment  
 Proven ability to read and understand lighting plans and technical drawings  
 Experience in operating sound equipment (desirable)

### **Knowledge**

Excellent knowledge of stage and rigging and lighting equipment  
 Knowledge of theatrical technical products, equipment and systems  
 Sound working knowledge of Health and Safety legislation in this field  
 Working knowledge of AutoCad and/or Vectorworks

### **Qualifications**

First Aid Training (desirable)  
 A clean driving license (desirable not essential)

### **Personal Attributes**

Ability to lead, manage and motivate a team  
 Highly organised, with an ability to prioritise and multi-task



Good communication skills  
Ability to remain calm whilst working under pressure

## **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 and permanent

**Salary:** £30,000 per annum

**Hours of Work:** A normal working week consists of 40 hours, Monday to Saturday. 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.

**Probation:** 6 months

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

**Other benefits:** Season ticket loans, Cycle to Work Scheme, complimentary theatre tickets, staff catering discounts

**Notice Period:** 2 months

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