

THE OLD VIC

Job Description **Deputy Head of Lighting**

Department/Team	Technical
Hours	192 hours over 4 week periods, Monday – Sunday, in accordance with a rota. Hours will include day and evening work
Location	The Old Vic, The Cut, London, SE1 8NB
Salary	£ 39,789.13 per annum
Duration	Full time, permanent position
Responsible to	Head of Lighting

The Old Vic

The Old Vic is London's independent not-for-profit theatre, a world leader in creativity and entertainment.

The Old Vic is mercurial: it can be transformed into a theatre in the round, a space for music and comedy, has played host to opera, dance, cinema, music hall, classical dramas, variety, clowns, big spectacles and novelty acts. It was the original home of the English National Opera; the Sadler's Wells dance company and the National Theatre. It's also been a tavern, a college, a coffee house, a lecture hall and a meeting place.

All of this is now in the bones of the building and is as important a part of its open-armed, inclusive, welcoming personality as its grand historic decor and the iconic performances and famous productions it has housed.

Today, Artistic Director Matthew Warchus is building on 200 years of creative adventure, with The Old Vic recently being hailed as London's most eclectic and frequently electrifying theatre. Under his leadership, we aim to be a surprising, unpredictable, ground-breaking, rule-breaking, independent beacon of accessible, uplifting and unintimidating art.

We hold the belief that theatre needs to be cherished, supported and shared with as many people as possible. Our 1000 seats are yours from £10 a ticket. Our productions are diverse, adventurous, new, exciting. Our education and talent programmes allow students to explore and artists of tomorrow to create. Our building is open and alive, day and night. Our theatre is yours.

So, whether you're looking for a comedy or new musical, a dramatic work or dance performance, a £10 preview, a late-night cocktail or a show you can watch together as a family, there is always something new to entertain at The Old Vic.

The Team

The Deputy Head of Lighting will work closely with the: Head of Lighting, Lighting Technician, Deputy Head of Sound, Production Manager, General Manager, Facilities Manager, Theatre Management and Stage Management with regard to the various aspects of the job.

Purpose of Job

The Deputy Head of Lighting will deputise for the Head of Lighting and will support and assist to line manage any casual staff employed in the Lighting department as production workers and/or show staff; and ensure equipment is maintained. As well as

providing support to current projects, the Deputy Head of Lighting will provide support and information in advance on future projects and continued support to past projects.

The post requires an active involvement in the setting up of shows including weekly show cover, fit-ups, dress rehearsals, technical rehearsals and get-outs.

Areas of Responsibility

Production & Administration

- Maintain all lighting, sound, CCTV, and communication equipment and any electrical equipment hired in for productions
- Operate the lighting board for performances, rehearsals etc. as per the department rota
- Act as standby building cover for performances, if required, as per the department rota
- Order supplies as required for productions, general department and building stock
- With the Head of Lighting, ensure that the lighting and sound designs for productions are consistently recreated throughout the run of the production
- Work closely with the Head of Lighting and Production Manager to ensure that production lighting and sound designs are achieved within OVTC budgetary and technical parameters
- Deputise for the Head of Lighting in their absence
- Liaise with performers and stage management on all lighting and sound related matters to ensure that problems are dealt with quickly and efficiently
- Attend first day of rehearsal, production, technical, and staff meetings as and when required
- Rig and focus during fit ups, change overs and get outs
- Produce and maintain performance and department related paperwork for running, archive, maintenance and health and safety purposes
- Work as and when required on outside hire events programmed on stage or in the auditorium
- Assist sound engineers and designers as required
- Assist video engineers and designers as required
- Assist with running the Lighting department and ensure high standards of support for creative teams during the production process
- Ensure that all owned and hired equipment is used and maintained to a high standard
- Work as required on the pre-production set up and running of productions either at the Old Vic or at other venues throughout the UK and the world as required
- Program the lighting for productions as and when required
- Work on performances as lighting board operator when required

Education and Community

- Work on Education and Community productions as and when the schedule allows and as agreed

Access

- Provide support for touch tours, liaising with the Theatre Administrator

Events and Hires

- Work as and when required on external events / Sunday hires
- Work on outside hires of the stage and auditorium as and when required

Health & Safety

- Attend health & safety meetings
- With the Head of Lighting, take responsibility for health and safety in all aspects of the work of the Lighting department

- Ensure good housekeeping is maintained in all work and storage areas and work with other departments to ensure all technical areas are clear and well organised
- With the Head of Lighting and the Production Manager, carry out risk assessments for all activities undertaken by the Lighting department or under the Lighting department's control
- Report any unsafe practices, incidents or concerns regarding health and safety to the Head of Lighting or the Production Manager
- Comply with all health and safety requirements implemented by the management and ensure that all staff working for the department work in accordance with risk assessments and health and safety instructions
- Portable Appliance testing of all office, theatre and production electrical equipment
- Be familiar with the theatre's emergency and evacuation procedures

Training

- Undertake training courses as may be required by the management to improve health and safety and skills base

This is not an exhaustive list of duties and The Old Vic's management may, at any time, allocate other tasks which are of a similar nature or level.

Person Specification

The post holder must be able to demonstrate the following:

Essential

- A proven track record of working in a Lighting department for a similar sized producing theatre
- Proven experience of managing and recruiting casual and freelance staff
- Able to delegate and take control when needed, and listen to and value others' contributions
- Strong and confident communication skills, approachable and able to command respect at many levels
- Diplomacy, discretion, professionalism and a positive approach
- A motivated and enthusiastic self-starter who enjoys working with directors, designers and actors
- A proven decision-maker
- A lateral thinking problem solver
- Accuracy and excellent attention to detail
- Experience of drawing up and managing relevant budgets
- Proven knowledge of health and safety procedures and policies within a theatre of a similar size

Desirable

- A high level of experience in programming with EOS consoles on productions at this scale
- Confident knowledge of Auto CAD, Vectorworks, Lightwright and MLA

The Old Vic is an equal opportunities employer. We welcome and encourage applicants from all backgrounds to apply.