

JOB DESCRIPTION

Post: DEPUTY HEAD OF ELECTRICS – SOUND BIAS

Reporting to: Head of Electrics

Responsible for: Seasonal technician, Freelance Crew

Main purpose and scope of the post:

The role is to facilitate the electrical elements, with predominant support in the delivery and management in sound aspects, for productions at Watford Palace and visiting companies as required by the creative teams, within the budgetary confines set by the Production Manager.

To deputise for the Head of Electrics when required.

Principal Duties and Responsibilities

1. Production

For all in-house productions, co-productions, any subsequent tours and visiting productions:

- 1.1 To achieve the requirements of the lighting/sound designer and director as far as possible within the production budget and Health & Safety considerations.
- 1.2 To take lead responsibility for the delivery of the sound and video elements of productions, and support the Head of Electrics to effectively plan and manage these demands.
- 1.3 To supply accurate costing to the Head of Electrics of lighting, sound, AV & other electrical equipment and staff to facilitate the requirements of each production.
- 1.4 To be available for production meetings, rehearsals, technical rehearsals, get-ins, get-outs and performances as required.
- 1.6 To programme Sound desks and EOS lighting desks when required.
- 1.7 To operate and provide show cover for productions.

2. Staffing

- 2.1 To promote good working practice within the department and provide adequate supervision to maintain this.
- 2.2 To supervise the Seasonal Technician, and any freelance/casual electrics staff.

3. Health & Safety

- 3.1 To be familiar with current Health & Safety regulations relevant to the industry and to keep abreast of changes to such regulations.
- 3.2 To ensure that working practices throughout the building adhere to the in-house Health & Safety policy and with Health & Safety regulations generally.
- 3.3 To notify the Production Manager of any Health & Safety issues which may arise.
- 3.4 In conjunction with the Head of Electrics, to provide risk assessments for the electrical elements of each production, and general risk assessments for specific areas of work within the department.
- 3.6 To ensure the habitual upkeep of electrical equipment, including annual pat-testing and regular maintenance.
- 3.7 To keep a good record of equipment and the maintenance thereof.

4. General

- 4.1 To assist in the administrative running of the electrics department, providing schedules, budgets, time-sheets, risk assessments etc. as required.
- 4.2 To store & maintain equipment as required.
- 4.3 To order new equipment & consumable supplies as required, within the budgetary constraints agreed with the Head of Electrics.
- 4.4 To take an active role in the theatre's technical team and staff as a whole, and contribute towards fulfilling the creative and operational aspirations of the company.
- 4.5 To undertake any duties as agreed with the Head of Electrics as is appropriate to the post.

5. Company responsibilities

- 5.1 To ensure that WPT policies are observed in every area of work.
- 5.2 To follow company procedures and guidelines in relation to finances, HR and all other administrative processes.

PERSON SPECIFICATION

Essential

- Proven working knowledge of rigging, operating and maintaining sound equipment and theatre lighting.
- Previous experience of working with creative teams.
- Demonstrate experience of working in a professional theatre.
- A good working knowledge of QLAB, Yamaha Digital Sound Desks
- Experience of live mixing.
- Awareness of basics electrical principles and safety.
- Awareness of Health & Safety issues relevant to the role.
- Highly organised, with ability to prioritise and multi-task.
- Flexible, responsive and a team player
- Good communication skills
- Ability to remain calm whilst working under pressure.
- Available to work long hours, scheduled evenings and weekends.
- Ability to carry out the physical demands of the job.
- Ability to interpret and work from technical drawings.
- Ability to comfortably work at height.

Desirable

- Relevant technical theatre qualification.
- Experience of programming Digico SD10 desk and moving lights on an ETC Gio console.
- Ability to use Vectorworks Spotlight.
- Knowledge of video equipment and its operations.
- Computer literate.
- First aid trained.

TERMS OF EMPLOYMENT

Contract: This is a permanent contract and is subject to a three month probationary period during which time the notice period required by either party is two weeks.

Salary: £20,000 per annum plus overtime.

Holiday: 21 days a year rising to 25 days after 5 years continuous employment.

Hours: Average 40 hours per week, when averaged out over the calendar month as per in-house agreement. Overtime will be paid in-line with the 'in-house agreement'.

Miscellaneous

- Staff are entitled to complimentary tickets for some productions taking place at Watford Palace.
- Contributing pension scheme.
- Training and Development opportunities