

LIGHTING DEPUTY



School Girls; Or the African Mean Girls Play
Photo by Manuel Harlan



Accidental Death of An Anarchist
Photo by Helen Murray



Iphigenia in Splott
Photo by Jennifer McCord

We are the Lyric Hammersmith Theatre. We are the civic and creative heart of West London. We believe that everyone deserves to experience the life changing impact of theatre.

In our big, beautiful theatre, we tell stories that matter and work with exceptional talent to make ambitious, entertaining, inspiring shows for our audience in West London and beyond.

We remove barriers to engagement and ensure young people have the opportunity to discover the power of their creativity, shaping the future of British theatre.

We are inclusive, forward looking and unafraid of change – we are proud of our history and ambitious for our future. A local theatre with a national impact.

LYRIC VALUES

Work with integrity and respect

We support each other with kindness, openness and integrity. Together we celebrate our achievements and work collaboratively through our challenges.

Every day we learn and grow

We continue to ask questions, seek answers and share our learning with each other for the benefit of the Lyric.

Be ambitious and action-focused

We believe in excellence; we have a can do attitude, go the extra mile and ensure our ideas become actions.

Serve our West London community

We are here for the people of West London, every decision we make and action we take should benefit our community.

HOW TO APPLY

To apply for the post, please:

- Complete an **application form** in type or black ink. 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.
- Return the **application form** by email to jobs@lyric.co.uk and complete an **online equal opportunities monitoring form**: <https://lyric.co.uk/equal-opportunities-form/>
- Do not submit CVs, as these are not accepted.

The deadline for receipt of completed applications is **10:00am on 14th August 2024**. Interviews will be held on **w/c 19th August 2024**.

If you would like to submit your application in another format or require this information pack in a different font or format, we would be happy to accommodate this. Please contact the Administration & HR Team on 020 8741 6822 option 2 or jobs@lyric.co.uk to discuss a suitable alternative. (Between 10:00am-5:00pm, Monday- Friday)

DESCRIPTION FOR THE POST OF LIGHTING DEPUTY

Responsible to:	Head of Lighting
Contract:	Full-time, permanent role
Salary:	£34,283 per annum
Hours/Days:	<p>The Lyric operates a system of annualised hours for production and operations staff and the post-holder's pattern of work will be determined by the needs of the job</p> <p>The Lyric has a House Agreement that details our approach to annualised hours for all staff.</p>
House Agreement Type:	Production Agreement
Holiday:	30 days per annum including Bank Holidays with an additional day added for each year of service up to a maximum of 35 days
Notice period:	Three months
Probationary period:	Six months
Pension:	3% pension contribution after qualifying period
Other benefits include:	Season ticket loan, Cycle to Work Scheme, Employee Assistance Programme, Work from Home Policy, Staff

Ticket Scheme including complimentary and discounted theatre tickets, and staff catering discounts

DEPARTMENT INFORMATION

This role is part of the Production Department, which comprises:

- Head of Production
- Deputy Head of Production
- Company Stage Manager
- Head of Stage
- Head of Lighting
- Head of Sound and Video
- Head of Costume
- Studio and Events Technical Manager
- Stage Deputy
- Lighting Deputy – This Role
- Sound Deputy
- Costume Deputy

MAIN PURPOSE OF POSITION

The Lighting Deputy will act as a member of the Lyric's Lighting team within the Production Department and support the Head of Lighting. They will work with the other Technical Departments and Creative Teams to present the Lyric's and other companies' work to the highest possible standard across all of our stages. The post requires an active involvement in setting up of shows including fit ups, get outs, technical rehearsals, dress rehearsals and show operation and maintenance.

PRINCIPAL DUTIES

Productions

- Taking part in and assisting with the smooth running of all get-ins, fit-ups, production periods, performances and get-outs for all productions and events at the Lyric.
- Assisting the Head of Lighting in carrying out agreed projects in the most efficient and cost-effective way and playing a full role in the work of the department.
- Taking responsibility for casual electric staff and to ensure their tasks are carried out safely and reliably during relevant period.
- Providing technical support in a helpful and efficient manner as well as liaising with other technical departments.
- To act as the Lighting Programmer for the majority of our Main House productions.
- To act as the Production Electrician when required on productions in the Main House.
- To act as the main lighting desk operator in the Main House for performances.
- Assisting with the maintenance of the building's LX equipment on a regular basis.
- To act as a Duty Electrician where necessary.

Health & Safety

- To be fully aware and uphold the Lyric's Health & Safety policy, in regards to all stage activity.

- With the Head of Lighting, ensure that all staff comply with Health & Safety requirements and carry out their work in a responsible manner employing good working practices at all times.

GENERAL DUTIES

- Undertaking the day to day duties of the Head of Lighting when necessary.
- Regularly attend Lyric Hammersmith Theatre shows and projects including press nights, Young Lyric and development events.
- Attending internal and external meetings as required.
- To adhere to the Lyric's Equality, Diversity and Inclusion Policy, Anti-Racism Strategy, Health & Safety Policy and any other policies or plans the Lyric may introduce in the future.
- Work at all times in accordance with the Lyric's Environmental Sustainability and Action Plan and proactively develop and encourage environmentally sustainable practice.
- To take an active role in your continuing professional development, identifying relevant training and professional development opportunities
- To act always in the best interests of the Lyric Hammersmith Theatre
- To undertake any other duties as agreed with the Head of Lighting as is appropriate to the post

This job description is a guide to the nature of the work required of this role. It is not wholly comprehensive or restrictive and may be reviewed as required.

PERSON SPECIFICATION

Essential Criteria

- Excellent knowledge of ETC Lighting Control Systems & Infrastructure
- Proficient programming of ETC EOS Family Lighting Consoles
- Good knowledge of current lighting technology
- Good rigging, focusing and lantern maintenance skills
- Experience of managing deadlines
- Ability to comfortably work at height using a variety of access equipment including ladders and tallescopes
- Ability to demonstrate initiative and adaptability
- Excellent numeracy skills

Desirable Criteria

- Relevant electrical qualification
- Knowledge of and commitment to environmentally sustainable practice
- Good knowledge of Vectorworks and AutoCAD
- Knowledge of current health and safety guidelines
- Some experience of working with Sound and AV
- Some experience of the role of Production Electrician
- First Aid qualification

EQUALITY & DIVERSITY

The Lyric values and promotes diversity and is committed to equality and opportunity for all. We are working actively to be an anti-racist organisation. Everyone who works with us is required to comply with and actively promote our Equality, Diversity and Inclusion Policy, and no job applicant or member of our workforce will receive less favourable treatment on the grounds of age, disability, gender, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religious belief, sexual orientation, class or socio-economic background, trade union activity or political activity or opinion.

The Lyric Hammersmith Theatre has made a commitment that all applicants with disabilities who meet the essential criteria for this job will be invited to interview. We may use positive action, in cases where candidates are equally qualified, to increase the employment of under-represented groups at the Lyric.

The Lyric Hammersmith Theatre is proud to be a Disability Confident Committed Employer and supports parents and carers working in theatre.

APPOINTMENTS

All appointments are made subject to satisfactory references, proof of eligibility to work in the UK and are subject to an enhanced or standard Disclosure and Barring Service (DBS) disclosure.

LYRIC CONTACT DETAILS

If you have any questions about this role, you can contact the Lyric's Administration & HR Team on 020 8741 6822 option 2 or jobs@lyric.co.uk. (Between 10:00am-5:00pm, Monday-Friday)

We look forward to receiving your application.