



JOB TITLE: Head of Electrics

Responsible to: Managing Director

Responsible for: Deputy Head of Electrics, show and casual staff

HOURS: 40 hours a week over five days: day, evening and weekend shifts
Overtime as operationally required

PAY: SOLT/BECTU Grade 1: £17.93 per hour plus overtime where applicable

General

The Head of Electrics is responsible for the stage sound and lighting and the realisation of technical services for all performances and events within agreed schedules and budgets. They also take responsibility, working closely with the Technical and Buildings Manager, to ensure the upkeep and maintenance of the building to a high standard working alongside other departments and with external contractors as appropriate.

In so doing:

- Comply with Health & Safety regulations.
- Comply with all licensing and building regulations.
- Comply with all company policies and codes of practice.
- Minimise the Trust's environmental impact and promote sustainability.

Production

- Liaise with incoming design, production, technical staff and suppliers as appropriate to ensure all technical requirements are met for all productions and individual events.
- Liaise with management and other technical departments to ensure smooth running of get-ins and get-outs including approval of staff scheduling and budgetary controls.
- Liaise with staff and visiting company to ensure the smooth running of performances.
- Arrange for, and liaise with, additional technical support staff where necessary.
- Supervisions of fit-ups inc: lighting and sound.
- Supervision of the rigging, focus, plot and operation of lighting and sound. To operate lighting and sound on performances as required.



Building & Maintenance

- Ensure that the requirements of health and safety legislation and company policy, fire risk assessments and licensing regulations are adhered to at all times.
- Ensure the electrical installations of the building and electrical equipment within it is maintained, including the arrangement of independent inspection and certification.
- Ensure regular inspections of the building are carried out, liaising with relevant departments and management, action maintenance works as necessary.
- Working closely with the Technical and Buildings Manager, implement restoration and major maintenance projects relevant to the department and assist in those led by other department heads.
- Liaise with external contractors, supervising when required, and ensure safe working practices are adhered to at all times.
- Ensure all electrical equipment is maintained to approved legislative standards.
- Maintain appropriate documentation and records of maintenance.
- Responsible for purchasing and maintaining adequate levels of stock for the department.
- Maintain plumbing within the building, engaging external contractors if required.

Management & Administration

- Interviewing and induction of new staff to the department in liaison with the Technical and Buildings Manager and the Managing Director.
- Supervise and assist all Electrics department staff in the performance of their duties.
- Responsible for determining the staffing rota for the department in liaison with the Technical and Buildings Manager. Supplying weekly timesheets and holiday requests to management.
- To ensure department staff and crew are fully up to date with electrical procedures and working practices and that they are fully trained to work in the venue.
- Working with the Technical and Building Manager, sourcing and purchasing materials and equipment necessary for the maintenance of the building, installation and department.
- Ensuring that all expenditure is pre-approved and all paperwork is completed.
- Ensuring health & safety requirements are met and maintaining adequate records and documentation.



- Carry out appraisals and probationary reviews of departmental staff and in so doing, identify, assess and implement staff training requirements.

Additional Duties

- Attend as duty electrician cover during the day and performance hours. Cover rostered with the Deputy Head of Electrics.
- Provide first aid cover.
- Act as building key holder as and when required.

Skills & Experience

Essential:

- Professional theatre experience in lighting, sound and building electrics
- Computer literate, including competency in Word, Excel and Outlook
- Knowledge of health and safety procedures and experience in carrying out method statements and risk assessments
- Experience with maintenance, programming and operation of automated fixtures
- Experience in ETC (ION) lighting consoles and networking
- Experience of working at height and access equipment training
- Demonstrable ability to work as part of a team and under own initiative
- Previous line management experience
- A commitment to customer care and a welcoming personality
- An attention to detail, good time management with the ability to meet deadlines and work under pressure
- Provide a positive, hands-on attitude to the job with an ability to demonstrate creative and flexible problem-solving skills
- Good written and oral communication skills

Desirable:

- A relevant electrical installation qualification
- Experience with design software (CAD, Vectorworks) and computer networking
- Basic sound knowledge, including setting up small systems and playback
- Health and safety qualification
- First aid at work qualification