



**JOB TITLE:** Deputy Head of Electrics

Responsible to: Head of Electrics & Managing Director  
Responsible for: Show and casual staff

**HOURS:** 40 hours a week: day, evening, and weekend shifts.  
Overtime as operationally required.

**PAY:** SOLT/BECTU grade 2: £16.83 per hour

The electrics department 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 for the upkeep and maintenance of the building in liaison with the Stage Department, Technical and Building Manager and external contractors.

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.

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### General

- Assist and deputise, as necessary, for the Head of Electrics and be able to perform all duties as and where required in their absence
- Ensure safe working practices are always adhered to
- To operate lighting and sound for performances as required
- Attend as duty electrician cover during the day and performance hours. Cover rostered with Head of Electrics
- Duty first aider



## **Production**

- Liaise with incoming design, production and technical staff and suppliers as appropriate to ensure all technical requirements are met for all productions and individual events
- In HOD's absence, liaise with management and other technical departments to ensure smooth running of get-ins and get-outs including approval of staffing levels 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

## **Building & Maintenance**

- Ensure that the requirements of Fire risk assessments and licensing regulations are met
- Support and assist the HOD in ensuring the electrical installations of the building and electrical equipment within it are maintained, including the arranging of independent inspection and certification
- Support and assist the HOD in ensuring all plumbing in the venue is maintained and action maintenance as necessary.
- Support and assist the HOD in ensuring regular inspections of the building are carried out, liaising with relevant departments and management. Action maintenance works as necessary
- Liaise with external contractors, supervising when required, and ensure safe working practices are always adhered to
- Support and assist the HOD in maintaining appropriate documentation and records of maintenance
- Support and assist the HOD in purchasing and maintaining levels of stock for regular maintenance of building



## **Management & Administration**

To support and assist the HOD in:

- Ensuring that all expenditure is pre-approved by management and all paperwork completed
- Ensuring health & safety requirements are met and maintaining correct records and documentation
- Identifying, assessing, and implementing staff training requirements
- Supervise (in the HOD's absence) and assist all Electrics staff in the performance of their duties.

## **Person Specification**

### 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 risk assessments
- Good written and oral communication skills, time management skills and ability to meet deadlines
- Ability to work under own initiative

### Desirable

- Electrical qualification
- Experience in ETC lighting desk programming
- Experience with maintenance, programming, and operation of automated fixtures
- Experience with design software and computer networking
- Experience of working at height and access equipment training
- Experience of small plumbing
- First aid training