

## JOB DESCRIPTION



**JOB TITLE:** Deputy Chief Electrician  
Responsible to: Chief Electrician & Managing Director  
Responsible for: Show & Casual Staff

### DUTIES AND TASKS

#### General

- Assist and deputise, as necessary, for the Chief Electrician and, in particular, be able to perform all duties as and where required in their absence.
- Ensure safe working practices are adhered to at all times.
- Comply with Health & Safety Regulations.
- Comply with all company policies and codes of practice, including Equal Opportunities and Health & Safety policies and licensing regulations.
- Perform duties of a duty electrician during the day and performances.
- Qualified first aider.

#### Production

- Liaise with incoming production and technical staff, and suppliers as appropriate to ensure all technical requirements are met for all productions and individual events.
- In Chief Electricians 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.
- Assist Chief Electrician with supervision of fit-ups inc: lighting and sound and the loading and unloading of trucks.
- Assist HOD with supervision of the rigging, focus, plot and operation of lighting and sound.

#### Building & Maintenance

- Ensure that the requirements of Fire risk assessments and licensing regulations are met.
- Support and assist the Chief Electrician 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 Chief Electrician as a first line of defence with plumbing in the venue and action maintenance as necessary with the Facilities & Buildings Manager.

- Liaise with external contractors, supervising when required, and ensure safe working practices are adhered to at all times.
- Support and assist the Chief Electrician in ensuring all electrical equipment is maintained to approved health and safety standards.
- Support and assist the Chief Electrician in maintaining appropriate documentation and records of maintenance.
- Support and assist the Chief Electrician in purchasing and maintaining levels of stock for regular maintenance of building.

**Management & Administration -**

- Supervise and assist all Electricians staff in the performance of their duties.
- Support and assist the Chief Electrician in sourcing and purchasing materials and equipment necessary for maintenance of building installation and department.
- Ensure that all expenditure is pre-approved by Chief Electrician & management and all paperwork is completed.
- Ensuring health & safety requirements are met and maintaining adequate records and documentation.
- Support and assist the HOD in identifying and assessing and implementing staff training requirements.

**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 Method statements and risk assessments.
- Good written and oral communication skills, time management skills and ability to meet deadlines.
- 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
- Ability to work under own initiative and under pressure.

**Desirable**

- Electrical qualification.
- Experience with design software (CAD, Vectorworks) and computer networking.
- Experience of small plumbing.
- First aid qualification.
- Basic sound knowledge, including setting up small systems and playback.
- Health and safety qualification.