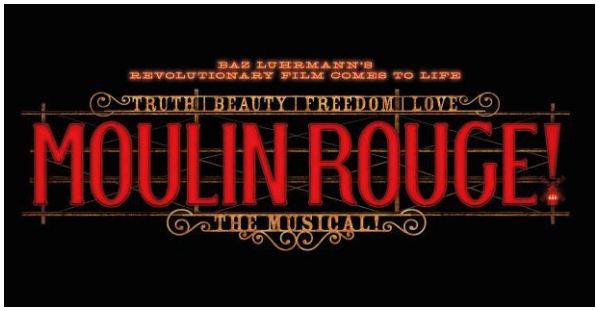

Head of Lighting Job Description

Job: Head of Lighting
Responsible for: Deputy Head of Lighting, Follow Spot Operators/Lighting Show Crew
Salary: Above SOLT/BECTU minima https://solt.co.uk/bectu/
Probationary Period: 12 weeks
Contract: Fixed Term; performances are 6 days per week, evening and weekend work will be required. Exact scheduling to be confirmed.
Start date: As soon as possible.
Location: Piccadilly Theatre, London
Preferred: Minimum 3 years' experience as Head of Lighting on a large-scale West End musical or equivalent. A good working knowledge of ETC lighting consoles including timecode. Experience in operating/ordering/maintaining pyrotechnics/flame jets.
Personal Attributes: High level of self-awareness, empathy, integrity and confidentiality, detail orientated, strong communication and organisational skills, ability to work as part of a team as well as individually, a flexible approach to working unsociable hours, a positive attitude and a sense of humour.

To apply: please send a CV and a short covering letter (no more than one page) outlining your suitability for the role to joinus@playfuluk.com with the role you are applying for, your name and the show title in the subject line by **12 pm** on **Thursday 29th February 2024**.

Your responsibilities may include but will not be limited to:

- Maintaining the Production as instructed and dictated by the creative team in line with the artistic requirements and direction of the Production;
- Managing your department (including casual staff and deps), including recruitment, line management, scheduling, recording of hours and training;
- Having a practical understanding of the Producer's employment policies and demonstrating a willingness to comply with, and implement, these policies;
- Working in accordance with the Producer's Health and Safety policy, which may include working at height and using appropriate safety equipment and clothing;
- Complying at all times with the rules and regulations in force at the venues under the control of the Production;
- Taking lead responsibility for ensuring that all the statutory health and safety training required for yourself and your departmental team members is up to date, personally attending any such training required for your position, ensuring departmental staff do the same and maintaining up to date departmental training records;
- Managing departmental staff holidays and ensuring an adequate level of show cover at all times;
- Liaising with the Company Manager, resident creative team members, technical heads of department, stage management, the acting company and theatre staff to ensure the efficient flow of information as necessary for the smooth running of the show;

- Attending all rehearsals, show calls, maintenance calls, get-ins, fit-ups and get-outs as required, including emergency calls in the event of equipment failure or other incident, particularly if there is a risk of the cancellation of a performance;
- Taking lead responsibility for the operation and maintenance of all equipment used by your department, including equipment checks prior to each performance;
- Acquiring a familiarity with all plots/tracks within your department so that you are able to provide holiday or absence cover for other members of your department as required, in addition to ensuring that your staff are trained to cover other plots/tracks as required;
- Having an awareness of understudy and swing performances ahead of each show and making necessary adjustments, if any;
- Reading and responding to show reports;
- Compiling and keeping updated cue sheets and other relevant show paperwork, both soft and hard copy, to such a level as to ensure an accurate reference to allow the Production to be remounted at a later date;
- Managing petty cash for your department and the timely placing of any orders for goods and equipment as approved by the Producer;
- Maintaining good relationships with hirers and suppliers;
- Liaising with any third party as the Producer may reasonably require for the purposes of publicising or promoting the Production;
- Such other services as are customarily provided by the Head of Lighting in relation to the production of a first-class musical stage play; and
- Any other duties as may be reasonably required in the course of your duties or as instructed by the Lighting Designer, Company Manager, Production Manager, General Managers or Executive Producer from time to time.