



ROYAL
OPERA
HOUSE

JOB DESCRIPTION

Title: Lighting Systems Assistant Manager

Reports to: Lighting Systems Manager

Manages: Lighting Systems Technicians

Overall Purpose of the Job:

Working to the priorities set by the Lighting Systems Manager, deputising for the Lighting System Manager as required.

Under the line management of the Lighting Systems Manager, to assist in the management of the equipment and systems of the Lighting Department, providing technical advice for additional equipment needs, productions, events and outside venues, ensuring that all activities are carried out to the highest possible standard of safety, efficiency, and quality. To deliver activities within agreed resources and budgets. To provide effective leadership and management of staff.

Main Responsibilities:

Day to day technical operations

- Assist in the maintenance and efficient and safe running of the lighting networks and systems in line with the requirements of BS7909/7671.
- Troubleshoot, resolve and advise on any problems with lighting systems including.
- Maintain ROH lighting facilities to the highest standards, reliability and latest specifications, working within department budgets.
- Design and commission or procure equipment, systems or network upgrades as required.
- Respond to special lighting requirements for shows by providing a service to advise on, design and build, or procure, special effects or lighting props.
- Ensure compliance with current safety and electrical regulations for all equipment, including Portable Appliance Testing, maintaining accurate records.
- Assist in the accurate record keeping of all technical aspects of the operation, installation, configuration and safety of lighting technical systems.

- Assist the Manager in identifying additional resourcing needs for the regular or annual maintenance of the Lighting systems and identify skilled and specialist operators to fulfil these resourcing needs.

Health and Safety

- Take personal responsibility for the safety of self and others
- Promote a positive approach to Health & Safety and safe working practices at all times.
- Ensure relevant Health & Safety legislation is applied effectively, and appropriate risk assessments and method statements are carried out as required, engaging with line managers and the H&S department to ensure they are fit for purpose.
- Undertake Health and Safety and any other training as identified by line managers and as required of the post, which may include but is not limited to Electrical Safety in line with BS7909/7671.
- Ensure that any near miss, incident or accident is reported in accordance with ROH policy.
- Work with colleagues to maintain a clean, efficient, well-organised and safe physical working environment, ensuring all areas are kept in a clean and tidy manner.

Communication and Relationships

- Assist in building an effective team by taking individual responsibility for attendance, quality of work, motivation and discipline, and providing support for other team members.
- Treat people with respect and maintain good working relationships
- Coordinate work with others, sharing relevant information, ideas and resources, and demonstrate a disciplined approach to work
- Maintain high standards under pressure and carry out tasks without detailed supervision
- Develop strong working relationships with colleagues across Technical, Production, the Performing Companies and the wider organisation.

Leadership

- Supervise the work of Senior Technicians, Technicians, and Casual Technicians, reporting any concerns regarding attendance, conduct or performance promptly to line managers.
- Carry out induction and training of staff to the required standard as required.
- Support a culture of information sharing, collaborative working and team working.
- Be visible, approachable, supportive and accessible to the team.

Continuous Improvement

- Keep in touch with best practice as relevant to the role and emerging technologies, including relevance to the sustainability aims and goals of the ROH.
- Manage own learning and continuous professional development relevant to the role; undertake any study or qualifications as required.
- Contribute to a culture of innovation and continuous improvement.

Deliverables

- Maintain high production standards and timely delivery of duties.
- Compliance with Health and Safety best practice and ROH procedures.

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

PERSON SPECIFICATION:

Skills and Experience

- Accredited training to current standards in Electrical and Electronic Engineering, in line with BS7909.
- Thorough understanding of current lighting equipment and systems and the implications of new product developments in line with the principles of the ROH Sustainability policy.
- Ability to assess production needs for lighting requirements and identify and recommend any developments to existing systems or equipment.
- Proficient user of Microsoft Office and other software pertinent to the role.
- Proficient user of AutoCAD and good understanding of Visualisation Software.

People Skills

- Positive leadership style, leading by example.
- Strong relationship management skills and clear communicator with a proactive approach to communication.
- Able to manage conflict and seek resolution, demonstrating a professional and positive approach.
- Self-motivation and good written communication skills.
- Collaborative approach to working.
- A strong team leadership ethic

Job Requirements

- Strong awareness of and adherence to Health and Safety policy and best practice
- Compliance with discrimination legislation and Equal Opportunities principles
- Flexibility to work varied hours including travel and work at other locations on ROH business if required.

