



ROYAL  
OPERA  
HOUSE

## **JOB DESCRIPTION**

**Title:** **Lighting Control & Visualisation Assistant Manager**  
(Visualisation Bias, Network Bias, Programming & Documentation Bias)

**Reports to:** **Lighting Control & Visualisation Manager**

**Manages:** **Lighting Control Senior Technicians**

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### **Overall Purpose of the Job:**

Working to the priorities set by the Head of Lighting Operations and Lighting Control & Visualisation Manager, deputising for the Manager as required.

Under the line management of the Lighting Control and Visualisation Manager and with the other assistant managers, to ensure the safe running of Lighting Control Systems and associated equipment. To maintain the highest quality of rehearsals and performances, working in a timely and pro-active manner at all times, ensuring that all activities associated are carried out to the highest possible standard of safety, efficiency, and quality. To provide effective leadership of staff.

### **Main Responsibilities** (*applicable to all roles*):

#### *Day to day technical operations*

- Operate and plot shows for visiting and in-house lighting designers in a high-pressure environment to a high standard at all times for Royal Opera House productions as directed by the Lighting Control & Visualisation Manager.
- Support lighting control staff working in a high-pressure environment to a high standard, assisting with scheduling staff for the day to day running of rehearsals/show/plotting sessions
- Ensure lighting control staff are kept up to date with maintenance, upgrades and changes of the lighting control system and its associated equipment and processes within your departmental bias, and for training when required
- Ensure Lighting Operators are trained to the levels that are required for the day to day running of the lighting control systems.
- Assist with scheduling, crewing requirements and other technical matters, including engaging casual staff as necessary.
- Attend model and other technical departmental meetings as required

## **Specific Responsibilities:**

### **Visualisation Bias**

To work alongside the other assistant managers to assist the Lighting Control & Visualisation Manager to create, operate and maintain a world class lighting control department, to specifically provide a lighting visualisation service for the ROH, including advising on capital investments and necessary upgrades.

- To lead on the provision of lighting visualisation services to:
  - Create 3D models using the latest software to visualise lighting needs for each production, event or hire
  - Develop the Royal Opera House 3D visualisation suite and maintain this international centre of excellence in-house
  - Facilitate design ideas and exploration with Lighting Designers prior to productions being on stage
- Have full understanding of maintenance of the lighting control visualisation systems and its associated equipment
- Keep up-to-date with developing technologies and advise on future projects
- Work closely with the ROH Model Room to ensure accurate and up to date models and drawings, including the archiving for future revivals/tours/hires

### **Networking Bias**

To work alongside the other assistant managers to assist the Lighting Control & Visualisation Manager to create, operate and maintain a world class lighting control department, to specifically provide network management and services for the ROH, including advising on capital investments and necessary upgrades.

- Maintain, document and develop the ROH lighting network
- Configure, troubleshoot, upgrade and repair any network related issues
- Instruct/liaise with outside contractors on supply, repair and upgrading of lighting control and associated equipment
- Implement security measures

### **Control & Documentation**

To work alongside the other assistant managers to assist the Lighting Control & Visualisation Manager to create, operate and maintain a world class lighting control department, to specifically provide current and future programming and documenting best practices for the ROH, including advising on investments and necessary upgrades.

- Stay current with all relevant software development including beta testing software to ensure the release candidates are of enough stability to roll out across the ROH.
- Ensure all productions are archived accurately and efficiently to enable the future revival of productions. Advising on the best solutions and technology to achieve the necessary work.
- Actively engage with manufacturers on research and development of control equipment software.
- Implementation and safeguarding of documentation working with other managers to ensure accurate and efficient data storage and exchange. For accurate revival of productions

### *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 and as directed, engaging with the Manager 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.
- 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.
- Deliver a professional and collaborative relationship with visiting creatives to act as a bridge between the creative and technical teams.

### *Leadership*

- Supervise the work of Senior Technicians, Technicians, and Casual Technicians as required, 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*

- An excellent track record in lighting board control (ETC preferable), gained from working with the latest technology on live performances or events. Current experience is essential.
- The ability to use the lighting board to help create and recreate original lighting for Royal Opera House productions to the highest artistic and technical standards in house, at outside venues and on tour or on hire.
- Proficient user of Microsoft Office
- Good understanding of Vectorworks, AutoCAD, Lightwright, MLA
- Proficient user 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.
- Able to undertake training including First Aid as required.

