



JOB DESCRIPTION

- Title:** **Deputy Head of Lighting**
(one of two Deputy roles)
- Reports to:** **Head of Lighting**
- Responsible for:** **Technical & Artistic Lighting functions, teams, and staff**

Main purpose of the job

To work closely with the Head of Lighting and closely with the other Deputy in the management of all Technical & Artistic Lighting operations for the ROH, including co-productions and hires, for stages in Covent Garden and on tour, and to deliver this safely and effectively within agreed resources and budgets.

The postholder will be responsible for realising and recreating the Lighting Designers' vision, working closely with and delegating to the Production Lighting team as appropriate and as necessary.

The postholder will also be responsible for ongoing development of existing resources, research of new technologies, budgets, staff recruitment and development, and robust safety leadership.

The postholder will also provide support for the Linbury and Events Managers if required.

Main Responsibilities

Specific responsibilities of the role

- Support and deputise for the Head of Lighting to provide overall leadership and direction to the Lighting Department.
- Regularly review and report to the Head of Lighting on all areas of responsibility.
- Ensure delivery expectations are communicated with all parties, communicating progress and risk promptly and consistently.
- Work with the Royal Ballet (RB) and the Royal Opera (RO) to effectively utilise lighting resources to enable the creative teams to realise the Companies' artistic aims.
- Ensure that ROH productions are delivered to the highest production standards.
- Ensure that all production-related documentation and files are produced, recorded, and archived in the appropriate format and place, to enable faithful reproduction of shows in the future.
- Provide strong leadership to the Lighting teams ensuring sufficient direction, support, performance management and development for direct reports, ensuring all staff are aware of their roles, responsibilities and tasks.

Artistic

- The postholder will be expected to support the creative teams in the realisation of lighting designs for all new shows, revivals, events, galas and concerts, to the highest possible artistic and technical standards.
- The postholder may on occasion be required to design, assist or relight within the scope of their job and salary, and that the creative copyright of any designs is held by the ROH. This applies to any and all any work staged by the Royal Opera and Royal Ballet in any location, including Main Stage and Linbury, and for any event or gala, co-production, tour or hire in any location.

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 senior managers and the H&S department to ensure they are fit for purpose.
- Undertake Health and Safety and any other training as required of the post, which may (if not already held) include IOSH and BS7909.

Finance

- Manage all maintenance and capital budgets, understanding budgetary constraints to maximise resources and minimise expenditure, and informing the Head of Lighting promptly with budgetary concerns.
- Monitor production budgets, ensuring efficient delivery of projects while displaying responsible financial management.
- Adhere to ROH procurement policies, demonstrating transparency and honesty in all financial matters, ensuring procurement options are researched thoroughly with attention paid to cost effectiveness at all times.
- Follow departmental and ROH reporting procedures, presenting financial updates in a timely and accurate manner.
- Identify and implement changes in order to drive efficiencies.

People Management

- 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.
- Support and foster a culture of information sharing, collaborative working and team working.
- 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 supervision.
- Develop strong working relationships with colleagues across Technical, Production, the Performing Companies and the wider organisation.
- Assist in carrying out induction, coaching and training.
- Ensure that the recruitment, employment, and working practices of the Lighting team staff are in accordance with ROH procedures.
- Ensure the highest level of health and safety management ensuring all staff are appropriately trained in all relevant areas.

Continuous Improvement

- Develop strong working relationships with all key stakeholders and team colleagues across Technical, Production, Performing Companies and the wider organisation.
- Engage confidently with stakeholders and colleagues and manage expectations at each stage of the process.

- Be at the forefront of knowledge regarding emerging Lighting technologies, including relevance to the sustainability aims and goals of the ROH.
- Stay appraised of changes to best practice as relevant to the role, and champion best practice improvements within all lighting teams.
- Manage own learning and continuous professional development relevant to the role; undertake any study or qualifications required and supported by the ROH.
- Contribute to a culture of innovation and continuous improvement.

Senior Technical Management team

- Deliver to any individual objectives set, as a member of the Senior Technical Management team
- Represent the objectives, activities and achievements for designated areas of responsibility of the Senior Technical Management team as required
- Manage, coach and develop all direct reports to ensure effective performance management, skill development and teamwork
- Make a significant contribution to any Senior Technical Management team objectives and participate fully in activities.
- Demonstrate leadership in all activities as a member of the Senior Technical Management team and as an ambassador for the ROH.
- Tour the UK and overseas if required, or visit other theatres or venues, representing the ROH to the highest standards of courtesy and professionalism at all times.

Responsible for the following departments

To jointly manage with the other Deputy Head of Lighting

- Production Lighting
- Lighting Control and Visualisation
- Followspot Team
- Lighting Systems

To further support Lighting biased staff in the other teams in support of the Head and Deputy Head of Stage.

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

PERSON SPECIFICATION:

Lighting skills

- An excellent track record in lighting management for major professional productions or companies.
- The ability to recreate lighting for opera and ballet productions to the highest artistic and technical standards is essential.
- The ability to take creative concepts and realise them in practical terms, drawing on own creativity to identify innovative solutions as needed
- Excellent technical skills with a thorough understanding of current lighting equipment and systems and the implications of new product developments
- Computer skills should include advanced Vectorworks, AutoCAD, Visualisation Software (Capture, WYSIWYG Vision etc), Lightwright, MLA and MS Office, plus any other software pertinent to the role.
- Demonstrable understanding of Health and Safety in a theatre environment, experience of risk management, and BS7909

Management Skills

- Proven experience of managing a large scale, complex operation and of strong team leadership
- Developed management skills and use of systems and procedures to support delivery of objectives, including:
 - Project management
 - Resource and budget management
 - Scheduling
- Active engagement with and leadership of Health and Safety and other organisational procedures
- Consistent performance under pressure and effective troubleshooting and problem-solving ability.
- IOSH qualification and an understanding of the requirements of CDM2015.

Leadership

- Able to operate successfully at a management level and act as an ambassador for the department internally and externally
- Positive leadership style, leading by example
- Strong relationship building skills and clear communicator
- Demonstrated ability to work effectively and build good relations with artistic teams
- Drive and high productivity, capacity to manage a busy workload
- Ability and commitment to foster a culture of continuous improvement and a strong team 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 if required to meet service needs and to travel and work at other locations on ROH business on occasion

