



## **JOB DESCRIPTION**

**Title:** Lighting Control & Visualisation Assistant Manager

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

**Manages:** Lighting Control 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, 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.

To specifically provide a lighting visualisation service for the ROH, including advising on capital investments and necessary upgrades.

### **Main Responsibilities:**

#### *Day to day technical operations*

- 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 of the lighting control and its associated equipment and for training when needed
- Instruct/liase with outside contractors on supply, repair and upgrading of lighting control and associated equipment
- Ensure other Lighting operators are trained to the levels that are required for the day to day running of the lighting systems.

- Operate and plot shows for in-house and visiting lighting designers in a high-pressure environment to a high standard at all times for productions at the Royal Opera House as directed by the Head of Lighting Operations.
- Have full understanding of maintenance of the lighting control and its associated equipment
- Assist with scheduling, crewing requirements and other technical matters, including engaging casual staff as necessary.
- Attend model and other technical department meetings as required
- 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

### *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.

### *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, 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 AutoCAD
- 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.

