

LIGHTING

Technical, Production &
Costume Department



2024

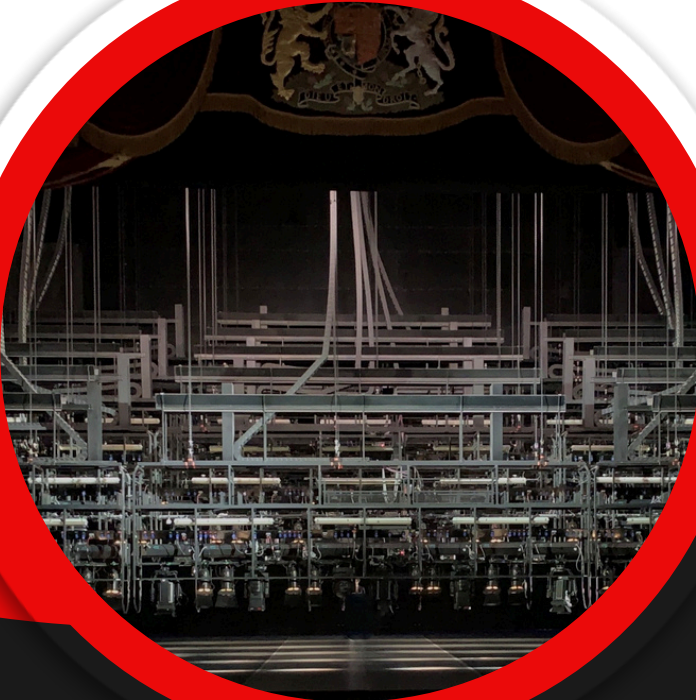
Technical *Theatre*





Contents

- Who are we?
- How do casual roles work at the RBO?
- How do I apply for a casual role?
- What happens if I am accepted onto the casual list?
- Health & Safety
- Values and behaviours
- Terms & Conditions
- FAQ



Who are we?

The Royal Ballet and Opera (RBO) is situated at the Royal Oper House, a historic theatre in the middle of Covent Garden. The building is the home of The Royal Ballet, The Royal Opera and the Orchestra of the Royal Opera House. There are two stages which host world class productions: the Main Stage and the smaller Linbury Theatre.

The Royal Ballet and Opera aims to enrich people's lives through opera and ballet. It seeks to be accessible and engaging, to develop audiences across the UK and to break new ground in the presentation of lyric theatre. Our Technical, Production and Costume Department (TP&C) plays a leading part in ensuring our performances are of the highest quality by delivering technical excellence for every performance, rehearsal and event. Our theatre in Covent Garden has one of the busiest stages in the world with approximately 300 performances a year on the Main Stage alone.

The Technical, Production and Costume Department is responsible for the management and delivery of the full range of technical, production, stage management and costume services for both opera and ballet. Some of our team work in:

- technical areas: lighting, stage, automation, sound and engineering
- costume areas: running wardrobe, wigs and make-up, footwear, millinery and costume making
- production functions: production management, the model room, props workshop, scenic construction and painting, and armoury.

The department's responsibilities include productions on the Main Stage and the Linbury Theatre, events in other areas of the House, broadcast responsibilities and the workshops for scenic construction and scenic art which are located in Thurrock, Essex, as well as storage for scenery and costumes for revivals in the Aberdare Stores in South Wales.

How do casual roles work at the RBO?

Our technical teams require the support of a dedicated pool of casual technicians to provide holiday cover and additional assistance to meet operational peaks to deliver our performances, rehearsals and events. This will include roles on the Main Stage, as well as the Linbury Theatre, and the Events Team supporting commercial activities around the building.

We are seeking to contact suitable experienced theatre technicians who would be interested in being included on our casual list. We particularly welcome applications from those who are currently under-represented in our workforce; female technicians, those from a global majority background, and/or those who are disabled.

Technical casuals are required to work closely with colleagues to ensure operational and production requirements, including rehearsals and performances, are carried out to the highest possible standard of safety, efficiency and quality. We call on casual technicians when we have more work than our permanent staff can support, or where we have absence due to training, touring or other commitments. Some casual work may be connected to the specific staffing needs of a show and at other times it may be related to maintenance or projects.



How do I apply for a lighting casual role?

We are looking for individuals with:

- A good level of technical experience in theatrical lighting (previous work in a producing theatre will be highly regarded)
- An understanding of legislation and best practice in relation to the role, such as Health and Safety, CDM2015 and BS7909.
- A broad range of stage bias technical skills and understanding of the requirements of other technical teams and departments
- Excellent teamwork and communication skills, self-motivated to acquire new skills and knowledge within technical theatre

Even if you have been on the ROH casual list previously you still need to apply again to re-join the list as we have altered the recruitment process and selection criteria for these opportunities.

Once your application has been reviewed you will be contacted by a member of the Lighting Management Team who will assess your experience. You may be invited to attend a Recruitment Day where there will be a mix of practical and written assessments. You will also have a tour of all technical areas.





What happens if I am accepted onto the casual list?

If you are accepted onto the list, you will first need to attend a half day onsite induction, for which you will be paid. Our managers will then be given your contact details and will be in touch with you when work opportunities arise.

We understand that many of our casuals are combining working with us with their own freelance career, studying or working for other theatres. You are totally at liberty to decline any offers of work which are made. However, having accepted work with us, we do need you to turn up on time and commit to the whole of the planned shift. When not working for us, there are no restrictions on you working for any other employer.

The pattern of work opportunities, however, is unpredictable. Some weeks there is a requirement for lots of casual hours, at other times demand is low. We will do our best to share out the work opportunities among the casual pool, however we are unable to guarantee a minimum amount of work, or an equal distribution of work. Further information about the working pattern is detailed in the Terms and Conditions section below.

To help you keep track of your work with us you will be allocated an account on our Parim IT system which you will be able to download to your phone or laptop. You will then be able to track what work opportunities are available, the work schedule you have been booked for, your pay and annual leave.

Health and Safety

The health and safety of all Royal Ballet and Opera employees, visitors, contractors, artists and members of the public is paramount, and we aim to foster a culture of continuous improvement and a positive approach to safety. We want to communicate clearly to all staff and enable them to do their best work, knowing they are supported in creating a safe working environment for all.

From the highest level we have commitment to ensure that:

- We control workplace hazards by assessing risks and establish suitable and sufficient control measures, creating safe working practices for teams, and ensuring we have safety inductions for new staff.
- We continuously improve employee training and development to so that staff are included in a proactive and positive approach to safety at work, ensuring they have the knowledge and training to work safely for the benefit of themselves and for their colleagues.

- Health and safety objectives are set annually, with the aim to continually improve occupational health and safety management and performance.
- We investigate accident and near miss events to make sure we learn and implement changes to prevent future occurrences and work-related ill-health.
- RBO directors and managers promote a positive health and safety culture within the organisation by consulting with employees on occupational health and safety matters, both directly through their own teams, and through safety representatives appointed by recognised trades unions and our Health and Safety Committee.
- Our Health and Safety Policy is supported with the necessary financial and physical resources to ensure a safe working environment for all RBO employees and others affected by our work activities.



What are the Royal Ballet and Opera values and behaviours?

Everyone who works at the RBO in any role, is expected to commit to upholding the following values through their behaviour:

Treat everyone with Respect	Embrace and celebrate the different contributions that we all bring to the RBO
Be Open	Take a fresh look – be open minded, share, engage, learn and question – and empower others to do the same
Value the Highest standards	We all play an important part to deliver extraordinary experiences

The RBO's aim is for many more people to enjoy and engage with exceptional ballet and opera. We believe that greater diversity of outlook, practice and people will help create, better richer more relevant and dynamic artforms that appeal to a wider range of people. It will also bring a wider range of ideas and perspectives to how we operate and ensure that we meet legal and funder requirements.





Terms and Conditions

The key terms and conditions for technical casual engagements are detailed below.

Working time

To balance our operational needs while also ensuring the wellbeing of staff, we carefully schedule working time for both employed staff and casuals along similar lines:

- You will not be asked to work more than 1972 hours per annum (averaging 42.5 hours per week over a 52-week period). Within this overall rule, you could be scheduled for a maximum 248 hours during a four-week period and no more than 20 Sundays per annum (measured from September – August each year).
- The working day window is from 07.30-23.30 hours Monday to Saturday, and 09.00-22.00 on Sunday.
- Work may be scheduled up to 13 hours a day within the working day window, exceptional circumstances may dictate a longer working day of up to 15 hours a day, on up to 15 occasions per Season without additional payment or penalty. All Working Time Regulations pertaining to rest periods will apply regardless.
- Where work occurs post-23.30 or pre-07.30, hours worked will be credited at and paid double time. There will be a cap on these night hours of 100 hours per person per annum. If an individual is called to begin work before 23.30 but the performance finishes after 23.30, these will be counted as ordinary working hours not as night hours and will not constitute a new call.
- The minimum individual call shall be 4 hours, and any break between shifts shall be 3 hours or longer otherwise it shall count as one consecutive shift. Managers will make every effort to schedule casual staff with a commitment to good working practice and fair and reasonable treatment (working time may be scheduled as split shifts for casual staff only).
- The minimum call duration will be 4 hours. Any additional hours worked thereafter will be added in 30-minute increments.
- Casual staff are entitled to the same minimum rest periods and work breaks as employed staff.

Pay Rates

The standard pay rate for experienced lighting biased casuals is £15.66 per hour (plus accrual of Holiday pay as detailed below)

- There are no premium payments for evening or weekend working.
- Bank holiday work incurs an extra payment.
- Casuals will only be paid at the pay rate appropriate to the task for which they have been engaged for that shift in respect of hours actually worked and approved by the Royal Opera House. This will be confirmed at the time of the booking.
- There is no payment for travelling time.
- Paid weekly in arrears by credit transfer directly into your bank or building society account.
- All payments are subject to statutory deductions.



Terms and Conditions

Continued from previous page

Other benefits

- **Paid leave:** The 'Holiday Year' runs from 1st September to 31st August. During the holiday year casuals will accrue annual leave in proportion to the number of hours worked pro-rata to a full time equivalent of 5.6 weeks (238 hours), accrued at the rate of 7.24 minutes per hour worked. Casuals are expected to take their accrued holiday during the holiday year.
- **Sickness absence:** In the event of sickness absence during a booked shift, casuals are entitled to claim Statutory Sick Pay in line with statutory provisions.
- Casuals are also entitled to claim other family friendly leave benefits, e.g., maternity, adoption, parental and paternity leave/pay, in line with statutory provisions.
- **Pensions:** eligible casuals will be enrolled into the Royal Opera House NEST Pension Scheme.

Policies and procedures

- Casuals will be given a written statement of terms of engagement through Parim for each engagement (shift)
- Casuals are expected to observe all RBO House Rules, Policies and Procedures. For casuals who are guilty of gross misconduct, serious breach of the Royal Ballet and Opera's internal regulations, or act in a way which brings the Royal Ballet and Opera into disrepute, the RBO may terminate the engagement prematurely and without any payment in respect of hours not yet completed.

FAQs

Will I get a contract?

You will receive a written statement of terms of engagement through Parim for each engagement (shift).

Will I have to complete a probationary period?

There is no formal probationary period. However, casuals will be subject to ongoing assessment on the basis of: their availability to work, reliability, work ethic/commitment, skills development, attention to detail and attitude to safety.

Will I need any specialist equipment?

Suitable PPE (such as steel toe caps, hard hats etc) is provided and available on site. If you have any particular preference or personal equipment you would like to use, you are welcome to bring your own.

Will I get any training?

Depending on the area you are working in, you may well be given working at height training or Mobile Elevated Work Platform training (for example) appropriate to the machinery that your area uses day to day. Occasionally there may be other specific pieces of training required for a particular show or activity.

Will I get a permanent job?

All permanent and fixed term vacancies are advertised on our website and elsewhere. We strongly support and encourage anyone who is working for the RBO as a casual to apply when these vacancies occur.

Will I get free tickets to shows?

Occasionally casuals may be offered tickets for general (dress) rehearsals. However, this is subject to availability and cannot be guaranteed.

Where do I go if I have any questions?

If you have any questions about how to apply, please email: hr.recruitment@roh.org.uk

We look forward to receiving your application

