



## **JOB DESCRIPTION**

<b>Title:</b>	<b>Lighting Control &amp; Visualisation Manager</b>
<b>Reports to:</b>	<b>Deputy Heads of Lighting</b>
<b>Manages:</b>	<b>Lighting Control &amp; Visualisation Assistant Managers Lighting Control Senior Technicians</b>

---

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

Working to the priorities set by the Head of Lighting.

To manage and ensure the safe and effective running of Lighting Control Systems, Visualisation and associated equipment, with a detailed understanding of desks, dimmers and networking. To ensure the highest quality service both in rehearsal and performance is maintained at all times, working in a timely and pro-active manner. Ensure that all associated activities are carried out to the highest possible standard of safety, efficiency, and professionalism. To deliver activities within agreed resources and budgets and to provide effective and pragmatic leadership and management of staff.

To schedule lighting control and visualisation staff, ensuring continuity for rehearsals/shows, day to day running of the department, preparing show/productions, blind plotting sessions offline and within our visualisation suite. To ensure accurate and detailed records of all shows within the repertory, to enable the staging of revival performances faithfully and precisely to the original design.

To inform and actively participate, together with the Senior Lighting Management, research and development for continued growth in excellence and to take the lead instigating new and innovative processes to ensure continued development of equipment and staff.

### **Main Responsibilities:**

#### *Day to day technical operations*

- Ensure staff are able to work in a high-pressure environment to a high standard.
- Schedule staff for day to day running of rehearsals/show/plotting sessions

- Ensure lighting control and visualisation staff are kept up to date with maintenance of the lighting control system, its associated equipment and implement training when required.
- Instruct/liase with outside contractors on supply, repair and upgrading of lighting control and associated equipment
- Ensure all 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 visiting and in-house lighting designers in a high-pressure environment to a high standard at all times for productions at the Royal Opera House or on tour as directed by the Head of Lighting.
- To tour the UK and overseas if required, or visit other theatres or venues, representing the RBO to the highest standards of courtesy and professionalism at all times.
- Have a detailed understanding of the operation and maintenance of the lighting control department and its associated equipment
- Assist in ensuring that account is taken in the schedule of changeover times, crewing requirements and other technical matters, advising/liasing with senior colleagues where appropriate and identifying scheduling issues as early as possible
- Attend model, production, and other technical department meetings as required
- To manage the team to provide 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
  - To manage the Lighting Control & Visualisation Assistant Managers, who have specific responsibilities for Visualisation, Networking and Control within the department.
- Keep up to date with current industry standards and be proactive in your approach to constant improvement across lighting control and visualisation.

#### *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 identified by Heads of Department and as required of the post.
- Ensure that any near miss, incident or accident is reported in accordance with RBO policy.
- Oversee a clean, efficient, well-organised and safe physical working environment, ensuring all areas are kept in a clean and tidy manner.
- Ensure a high level of electrical safety is maintained in the Lighting Control department, providing training and guidance where required.

#### *Finance*

- Manage all allocated budgets, understanding budgetary constraints to maximise resources and minimise expenditure, and informing senior managers promptly with budgetary concerns.
- Adhere to RBO 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 RBO reporting procedures, presenting financial updates in a timely and accurate manner.
- Plan ahead to advise Senior Managers on department requirements well in advance of financial deadlines

#### *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.
- Create an environment of positive and engaged communication and information sharing with all production teams.
- Engage confidently with colleagues and manage expectations at each stage of the process.

#### *Leadership*

- Supervise staff attendance, conduct, performance, holiday and other absences, reporting any concerns promptly to line managers.
- Manage the planning of all activities and staff schedules, liaising with managers in other teams to ensure efficient use of time and resources.
- Carry out induction and training of staff to the required standard.
- Support a culture of information sharing, collaborative working and team working.
- Be visible, approachable, supportive and accessible to the team.
- Openly encourage and recognise the contribution of others and give constructive feedback on a regular basis.
- Develop an effective team through effective induction and development and performance management.
- Ensure that working practices are in accordance with RBO policies and procedures.
- Maintain the highest level of health and safety management and practically support the training of staff.
- Contribute to negotiations and consultations with the Trades Unions.

#### *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 RBO.
- 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.
- Effective resource management and budget management.
- Effective management of direct reports with strong and positive morale.
- Compliance with Health and Safety best practice and RBO 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*

- Demonstratable experience of managing a lighting team who program and operate the lighting and control systems for a large-scale repertory or producing venue creating theatrical productions to the highest artistic and technical standards
- An exceptional track record in programming and operation of ETC EOS family of lighting desks V3.0 or higher and ETC peripherals, 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 productions to the highest artistic and technical standards in house, at outside venues and on tour or on hire
- The ability to take creative concepts and realise them in practical terms, drawing on own creativity to identify innovative solutions as needed
- A thorough understanding of current lighting control board equipment, lighting systems and integration with other live event protocols and standard.
- Proficient user of Microsoft Office
- Good understanding of Vectorworks or AutoCAD and Visualisation Software
- Ability to analyse current processes and implement new procedures to combat the challenges of technology advancement and the busy workload of the department

### *Project Management*

- Proven experience of managing teams and projects with consistent high production standards
- Ability to work under pressure while managing time effectively, meeting deadlines while paying close attention to detail and accuracy and effective troubleshooting / problem solving ability
- Ability to work effectively within given resources using effective planning skills.
- Ability to demonstrate effective budget management
- Able to adapt to rapidly changing needs and priorities whilst maintaining the overall aims

### *People Skills*

- Positive leadership style, motivating a team and leading by example
- Excellent interpersonal skills demonstrating a positive and professional attitude towards both colleagues and visiting creatives.
- 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 RBO business if required

- Able to undertake training including First Aid as required
- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment
- Commitment to understanding and upholding the charitable aims of the Royal Ballet and Opera – securing the future of ballet, opera and music, ensuring broad access to the artforms and reaching communities via our learning and participation programmes

