

Thank you for your interest in the post of **Deputy Chief Electrician**. You will find enclosed the following information:

* Job description, person specification;
* Application form and equal opportunities monitoring form;
* Current season brochure;
* Current studio season brochure
* Structure of the organisation
* Further information about the new theatre

Please send the completed application form via email to:

recruitment@coliseum.org.uk

Or by post to: Recruitment, Oldham Coliseum Theatre, Fairbottom Street, Oldham, OL1 3SW

If you would like to discuss any of this information, request a printed version, a large print application pack or request for your application to be scribed, please don’t hesitate to get in touch on: 0161 624 1731 or recruitment@coliseum.org.uk

Oldham Coliseum Theatre is an equal opportunities employer, dedicated to providing an inclusive and accessible experience for everyone who engages with the theatre. We are Investors in People accredited and Disability Confident Committed. We encourage applications from people of all backgrounds in order to reflect the diversity of our work and communities. All appointments will be made on merit.

**Please note CV’s will not be accepted**. The application form is the only basis for which your application will be considered for suitability of the post.

The closing date is **5pm on Monday 23 July**

If you would like to discuss any of this information, please do not hesitate to get in touch 0161 629 1731.

Yours sincerely

Anne-Louise Jones

Administrator

**DEPUTY CHIEF ELECTRICIAN**

Responsible to: Chief Electrician

Place of work: Coliseum Theatre and other venues as required

Pension: You will be auto-enrolled into a workplace pension scheme operated by NOW Pensions at the statutory level (these contributions are postponed during the probationary period but there is an option for you to “opt in” at this stage if you chose to do so). Alternatively on completion of your probationary period you will be entitled to become a member of the contributory group stakeholder pension scheme. Full details regarding both schemes are available from the Head of Finance.

Company Rules: All Oldham Coliseum employees are required to comply with the current Health & safety requirements and disciplinary grievance procedures and other policies and procedures

Salary: £19,658 plus overtime and in-house design fees

Hours of work: 39 hours per week

Holidays: 20 days per year rising to 22 after three years’ service and 25 after five years’ service. Public holidays will be in addition to the above.

Benefits: Pension, discounted healthcare, childcare vouchers, travel loans, discounted gym membership, complimentary tickets, plus more.

Notice period: The post will have a three month probationary period. After the probationary period the post is subject to one month’s notice on either side.

**OLDHAM COLISEUM THEATRE**

**DEPUTY CHIEF ELECTRICIAN**

**Job Description**

Responsible to: Chief Electrician

Responsible for: not applicable

**Core purpose**

The department is responsible for all aspects of lighting and sound for Coliseum productions ranging from the Design process through to rigging, plotting and operation of productions. This includes support for the Learning and Engagement department.

As well as Coliseum productions the department will work with incoming companies, from overseeing the installation of their LX and sound requirements, to the fit-up, plot, and operation of their productions.

The LX department is also responsible for servicing and maintaining all electrical equipment in the Coliseum building including portable appliance testing. The department is responsible for all electrical props and special effects used in a production.

**Definitions**

Productions can include, though not exclusively, all the work of the Coliseum including co- productions and tours, and Learning and Engagement Department projects.

**Duties**

**PRODUCTION**

* To accurately operate lighting, sound and AV equipment;
* To work with the department to ensure lighting, sound and AV equipment is maintained to a high standard;
* Focus and plot LX as required;
* To source, make and adapt electrical props, set pieces and electrical equipment;
* To accurately and safely rig sound and lighting equipment from plans;
* To act as Duty Electrician as required;
* To facilitate the work of visiting lighting and sound designers;
* To provide lighting designs for in -house productions and other Coliseum events (within abilities) as required;
* To assist with the electrical requirements for in-coming shows/extra events etc;
* To work with other departments to ensure efficient execution of duties;
* Under the direction of the Chief Electrician, ensure that all sound, lighting and electrical requirements within the Coliseum’s venues are met;
* To work to budgets as set by Chief Electrician, and maintain accurate records of expenditure including petty cash;
* To read scripts and produce accurate lists and plots, as required by the Chief Electrician;
* To accurately ‘mix’ live music productions (within abilities) as required;
* To produce sound designs (within abilities) if required;
* To work to stated or agreed deadlines, budgets or other limitations;
* All members of the department have a duty to ensure that staff and cast members, including visiting companies adhere to our electrical and safety requirements and procedures as referenced in the Health and Safety Policy;

**GENERAL**

* To become and remain fully conversant with the theatre’s emergency and evacuation procedures and the use of associated equipment and the fire alarm system;
* To maintain a good working knowledge of all relevant Health & Safety legislation and good practice in relation to, but not restricted to, the following areas:
  + Risk Assessment
  + Manual Handling
  + Care of Substances Hazardous to Health (COSHH)
  + Provision and Use of Work Equipment (PUWER)
  + Lifting Operations and Lifting Equipment Regulations (LOLER)
* To work with the Chief Electrician to facilitate on-going development within the LX Department;
* To assist, and deputise for the Chief Electrician when required, in co-ordinating and managing the department’s activities;
* To act as a mentor and guide to the 2nd Deputy Electrician, work experience placements and those participating in LED projects;
* To supervise the work of the casual staff, and trainees in the department as required by the Chief Electrician;
* To attend Production, Progress, Technical and Interdepartmental meetings as required by the Chief Electrician or Head of Production;
* To undertake maintenance and various safety and procedural checks in relation to all departmental work areas and associated equipment;
* With the Chief Electrician, to identify, plan and, if necessary, carry out maintenance in other areas of the theatre, within abilities;
* To be responsible for locking up and maintaining the security of the building and its contents when required;
* To promote and maintain safe working practices and to adhere to the Theatre’s Health & Safety and other policies;
* To liaise with Chief Electrician to ensure relevant stocks are maintained within agreed budgets;
* To advise and assist in any equipment purchases as requested;
* To ensure good housekeeping in all areas of work, including the department’s storage areas;
* To follow procedures which ensure the security of the Department’s equipment;
* To work in a spirit of co-operation with other Coliseum departments;
* To work in a spirit of co-operation with other theatres and stakeholders regarding lending and hiring from Coliseum stores;
* To advise the Chief Electrician, at the earliest opportunity, of any difficulty in carrying out expected duties;
* To undertake any other duties as are reasonably requested by the theatre management;
* It will be necessary to work some unsociable hours, Bank Holidays and weekends;
* It is expected that all members of the Department will play their part in developing the theatre as a resource for its communities and expects that all staff will lead or assist in delivering aspects of the Learning and Engagement Department programme.

**PERSON SPECIFICATION**

**Essential**

* At least two years’ experience working in a Producing Theatre LX Department
* Ability to interpret scaled drawings and models
* Willingness to work unsociable hours, weekends, under pressure and to deadlines
* A proactive attitude to the company’s policies including Health & Safety and Equal Opportunities
* A proactive attitude to training
* Ability to prioritise and schedule tasks, and work efficiently and effectively under pressure
* Knowledge and experience of lighting design
* Experience of a wide range of lighting equipment
* Experience of rigging and focussing lighting equipment
* Experience of working at height
* Experience of manual and computerised lighting boards, ideally ETC EOS family desks
* Experience of using CAD software
* Experience of rigging and setting up sound equipment
* Knowledge and understanding of electrical supplies
* Knowledge and understanding of control protocols (DMX)
* Experience of working with different Directors, Designers, Choreographer, Musical Directors and Musicians
* Experience of sourcing and building electrical props
* Knowledge and experience of Portable Appliance Testing
* Petty cash and budgeting skills
* Time management skills

**Desirable**

* Qualified in use of, and rescue from, tallescopes
* A first aid qualification
* Experience of creating lighting plans using CAD software
* Experience of using Vectorworks
* Experience of counterweight flying
* Experience of live sound mixing
* Experience of DigiCo digital sound consoles, or other digital consoles
* Knowledge and experience of sound design
* Experience of recorded sound
* Experience of supervising or leading staff
* Team leading, motivational and supervisory skills
* A full clean drivers licence
* An electrical qualification