



**Chief Electrician**

**RECRUITMENT PACK**

# Context

Oldham Coliseum Theatre is the cultural focus of our community, providing a diverse and exciting programme for everyone through the main theatre, studio and the integral learning and engagement programme. The theatre is one of Arts Council England’s National Portfolio Organisations.

**Productions**

Our goal is to produce high-class theatre that is made in Oldham for and with the people of Oldham, ensuring that the Coliseum is a focus for the cultural life of the town and that the organisation is embedded in its community.

We produce a rich mix of dramas, comedies, musicals, adaptations and modern classics, as well as a hugely popular traditional pantomime. We have a commitment to developing new plays and supporting emerging and established playwrights. The Company has developed its contribution to the national touring circuit as well as making theatre from around the country available to the North West.

The programme features a range of visiting work both on the main stage and in the studio, providing our audiences with everything from new work in its early stages to nationally-renowned productions.

In addition to the main auditorium, the Coliseum has a small studio theatre. The studio programme features a variety of new writing, visiting companies, rehearsed readings and small scale youth theatre productions and is rapidly becoming a recognised destination for emerging artists.

## Learning and Engagement

The Coliseum’s programme of Learning and Engagement activity reaches across Oldham and beyond. Young and older people alike are encouraged to embark on artistic journeys, developing and sharing creative skills.

Participatory work at the Coliseum is central to the strategy of the company. All members of staff contribute to its delivery and it is an essential tool to promote involvement in the arts within an area of traditionally low engagement. It contributes

to the position and reputation of the Coliseum and is a valuable tool for promoting audience development.

**CHIEF ELECTRICIAN- Job Description**

**Core purpose**

The Chief Electrician leads the department responsible for facilitating all aspects of lighting, sound and projection for Coliseum and incoming productions ranging from the design process through to rigging, plotting and operation of productions.

The LX Department is responsible for servicing and maintaining all electrical equipment in the department, sourcing and maintaining all electrical props and special effects used in a production, and portable appliance testing throughout all Coliseum departments.

**Definitions**

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

**Main Duties and Responsibilities**

**Production**

* To assist, advise, and facilitate the agreed electrical requirements for any incoming tours/extra events;
* To be jointly responsible, with the Deputy Head of Production, for facilitating technical requirements of incoming events;
* To facilitate the work of Lighting, Sound, and Video Designers for productions, and advise as appropriate;
* To source, make, and adapt electrical props and set pieces for productions;
* To co-ordinate and assist in the rigging and focusing of sound, lighting and video equipment;
* To operate lighting, sound, and video equipment;
* To act as Duty Electrician as required;
* To be jointly responsible, with Production Heads of Departments for maintenance of the stage area and scene dock;
* To be jointly responsible, with the Deputy Head of Production, for the maintenance of Front of House rigging areas.

**Management**

* To provide effective and clear line management for the department’s staff (currently under review), and any casual staff/trainees working within the LX department;
* To manage an efficient and effective department, ensuring that staff are capable and motivated and have clear targets for work;
* To cost and budget all LX and sound aspects of a production;
* To contribute to decision making processes which affect the mid to long term strategic planning for the LX Department;
* To appraise staff at least once a year in line with the company’s Performance Management System to identify training and development needs;
* To work with the Head of Production to facilitate on-going development within the LX Department;
* To be responsible for managing the department staff time and calls for each week;
* To work to agreed deadlines and staffing levels;
* In conjunction with the Head of Production, plan and carry out the recruitment, development and training of staff to ensure that the needs of the department are met;
* To keep costs within allocated budgets;
* To control the department’s petty cash and order book;
* To be responsible for the effective administration of the LX department by completing necessary reports and paperwork, including attending meetings as required;
* To work with the Head of Production to co-ordinate efficient maintenance of the LX department equipment;
* To adhere to company policies, including equal opportunities, safeguarding and disciplinary.
* To work to stated or agreed deadlines, budgets or other limitations;

**Health and Safety**

* 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)
	+ CDM

* To ensure that good working practices are developed, encouraged, implemented and adhered to with regard to current Health & Safety legislation and Codes of Practice;
* To maintain accurate records and ensure regular PAT testing in accordance with regulations;
* To become and remain fully conversant with the theatre’s emergency and evacuation procedures and the fire alarm system;
* To be a member of the Coliseum Health and Safety committee;
* To act as a Fire Marshal when required.

**General**

* To undertake maintenance and various safety and procedural checks in relation to all departmental work areas and associated equipment;
* To identify, plan and, if necessary, carry out maintenance in other areas of the theatre, within abilities;
* To assist in facilitating the servicing and maintenance of the building’s electrical equipment;
* To be responsible for locking up and maintaining the security of the building and its contents when required;
* To ensure department stocks are maintained within agreed budgets;
* To advise on, and assist with, any equipment purchases for the department;
* To ensure good housekeeping in all areas of work, including the department’s storage areas;
* To be responsible for 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 Head of Production, 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;

* To maintain the confidentiality of all affairs of the Company that should properly remain confidential;
* Be an effective representative of the Coliseum in all situations, demonstrating the highest level of customer care and promoting the theatre’s work and fundraising;
* Work in the best interests of the Coliseum and in accordance with company policies such as but not limited to equal opportunities, health and safety, safeguarding and IT.

#  CHIEF ELECTRICIAN - Person Specification

**Essential skills, attributes and experience**

**Experience**

*Essential*

* Working in a professional theatre LX Department;
* Managing and motivating staff;
* Experience of working with visiting artists and companies;
* Experience of using and maintaining a wide range of lighting, audio and video equipment;
* Experience of rigging and focussing lighting equipment;
* Experience of manual and computerised lighting boards;
* Experience of rigging and setting up sound equipment;
* Experience of using analogue sound desks;
* Experience of working with creative staff such as Directors, Designers, Actors, Choreographers, Musical Directors and Musicians;
* Experience of sourcing and building electrical props.

*Desirable*

* Experience of lighting and sound design;
* Experience of using digital sound desks;
* Experience of live sound mixing;
* Experience of Portable Appliance Testing.

**Skills/Knowledge**

*Essential*

* Ability to interpret scaled drawings and models;
* Knowledge and understanding of electrical supplies;
* Knowledge and understanding of control protocols (DMX);
* Petty cash and budgeting skills;
* IT skills; competent mac and pc user and a good working knowledge of Microsoft Office;
* Good written and verbal communication skills;

*Desirable*

* A full clean drivers licence;
* An electrical qualification;
* Knowledge of CAD packages in particular *Vectorworks;*
* A relevant qualification or training for this post;
* Experience of counterweight flying.

**Attributes**

*Essential*

* A passion for theatre;
* Ability to handle competing priorities;
* Ability to prioritise and schedule tasks, and work efficiently and effectively under pressure;
* Ability 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;
* Initiative in problem solving and planning;
* Self-motivating;
* Ability to promote a positive image of the Theatre.

# Chief Electrician -Terms and Conditions

**Responsible to:** Head of Production

**Responsible for:** All staff in LX department including casual staff and trainees

**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: £21,315 plus overtime and any design fees as appropriate

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: Discounted healthcare, childcare vouchers, discounted gym membership, complimentary tickets, pension plus more.

**Closing date: 12pm on Friday 17 May**

**Interviews: week commencing 20 May**