**Job Description**

**Reports to:** Technical Director

**Technical Department**

It is the vision of the National Theatre of Scotland’s Technical Department that we provide a collaborative environment where artists can realise their ideas in a creative, safe, and sustainable way. We will work with, recruit, and nurture highly skilled, enthusiastic, and committed individuals to build a solid and supportive base for the company to make theatre with the highest of production standards.

**Purpose of Job**

 The Head of Lighting will provide support for all National Theatre of Scotland productions and projects. As part of the Technical Department they will lead on all aspects relating to Lighting and will support the learning and development opportunities for artists and technicians along with leading the department’s drive towards sustainability with particular reference to the Theatre Green Book. As Head of Lighting this role will provide line management to freelance lighting technicians employed by National Theatre of Scotland. Additionally, this role will provide information and advice to other departments within the National Theatre of Scotland.

**Main Duties and Responsibilities**

* Be responsible for liaising with the Technical Director and Production Manager about issues regarding lighting on all National Theatre of Scotland (Company) projects.
* Be responsible for liaising with Lighting Designers and ensuring the effective implementation of their design.
* Ensure effective planning of lighting for all productions and events
* Manage all lighting budgets for productions
* Ensure upkeep of equipment and manage maintenance and testing regimes
* Provide line management for freelance staff
* Support freelance staff with training and job progression
* Take an active role in the development and implementation of the National Theatre of Scotland’s Green Plan.
* Help identify potential equipment purchases and new working methods
* Manage, review and update relevant Health and Safety standards and procedures regarding lighting equipment.

**Key Tasks and Job Activities**

* Induct new staff
* Ensure designers are supported to work sustainably within their design
* keep up to date with any changes in industry legislation/union agreements pertinent to any area of the National Theatre of Scotland’s work.
* Attend design and production meetings as required.
* Ensure accurate records are kept for Green Book targets
* Ensure a safe working environment during rehearsals, fit-ups and performances.
* Provide appropriate technical support during the rehearsal of projects.
* Ensure that venues are contacted in advance and are fully prepared and briefed regarding the relevant technical requirements.
* Deliver training to technicians as required.
* Monitor working hours of lighting staff and ensure that no unauthorised overtime is incurred and that breaks are adhered to in accordance with the NTS/Equity/ITC Agreement and NTS Technicians Agreement.
* Provide detailed information for archive purposes.
* To carry out other duties as requested by the Technical Director.

## Organisational Requirements

* Work towards the achievement of National Theatre of Scotland’s organisational goals
* As the post holder is the first point of contact for many external organisations and individuals, they are expected to remain up to date with, and be aware of, developments within National Theatre of Scotland and its work
* As the post will require handling, processing and recording of restricted information, confidentiality is required to be maintained at all times
* Be willing and able to attend meetings and other events out with normal working hours as required and to travel away from home as necessary
* Take part in National Theatre of Scotland organisational projects as required.
* Comply with National Theatre of Scotland’s Health and Safety Policy and statutory regulations
* Use ICT applications to service the post’s administrative needs

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Skills and Experience** | **Essential** | **Desirable** |
| Comprehensive experience of production processes and working practices in theatre or similar performance arts environment | √ |  |
| Experience in practices of lighting rigging and planning | √ |  |
| Knowledge of current H & S legislation  | √ |  |
| Computer literate with some experience of drawing software e.g. vectorworks, CAD etc | √ |  |
| Commitment to training and development within the team | √ |  |
| An open, engaged and positive manner when dealing with people from all departments and visiting artists and creatives | √ |  |
| Proven ability to work independently with only general direction and minimal supervision, and to manage and support a team | √ |  |
| Confidently engage and negotiate with stakeholders (including suppliers and partners) and colleagues at all levels to generate commitment to goals | √ |  |
| Knowledge of the Theatre Green Book and sustainable working practices |  | √ |
| Identifying as from any of the Company’s priority underrepresented groups including people of colour, D/deaf/disabled people, Gaelic speakers, BSL, neurodiverse  |  | √ |

**Terms and Conditions of Employment**

**Responsible to:** Technical Director

**Salary:**  £36,000 per annum

**Contract term:** Permanent Contract

**Holiday Entitlement:** 34 days per annum (inclusive of Public Holidays)

 plus 1 Well-Being Day per quarter

**Probationary period:** 6 months

**Notice Period:**  3 months

**Pension:**   The Company makes an 8% contribution into the company’s group

 personal pension plan on condition that the employee makes

 a minimum contribution of 4%.

**Place of Work:** The post will be based in National Theatre of Scotland’s office at 125

 Craighall Road, Glasgow and elsewhere as required

**Hours of work:** 35 hours with Office hours are 10am – 6pm, Monday to Friday plus

 evening and weekend work when required

**Additional Hours:** To be agreed in advance including attendance at National

 Theatre of Scotland’s performances, events and meetings out

 with normal office hours.