

# NOTTINGHAM PLAYHOUSE

Recruitment Pack

## HEAD OF LIGHTING & VIDEO

December 2023



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**ARTS COUNCIL  
ENGLAND**



**Nottingham  
City Council**



## HEAD OF LIGHTING & VIDEO

Nottingham Playhouse is seeking a knowledgeable self-starter with significant experience to lead our Lighting & Video team.

The Head of Lighting & Video will play a key part in realising Nottingham Playhouse’s work, by delivering exemplary service to main-stage and studio productions, co-productions, touring, transfers, Participation and Community productions and projects, events and hires. They will be responsible for all aspects of the safe and efficient running of the Lighting & Video team and a proactive member of the Heads of Departments team.

The role will suit candidates with proven lighting and video experience in a producing theatre, and excellent project management skills, including leadership, delegation and budgeting. They will be highly organised and a strong communicator with excellent interpersonal abilities.

The role is offered as a permanent full-time contract. This is a wide-ranging job and we will provide on-going support, such as training, to enable the post holder to fulfil all aspects of the job.

Nottingham Playhouse is committed to a policy of diversity and inclusion, creating a workforce representative of the diverse communities we work with. Our workforce is currently under representative of certain communities and we are taking positive action for equal opportunities through the recruitment process. We have established a Diversity in the Workforce Working Group to ensure that we are doing all we can to recruit a more representative workforce.

We would like to help you to fully participate in the application process. If you would like the Recruitment Pack, Application Form and Equal Opportunities Monitoring Form in an alternative format, support in completing your application, or you would like an alternative way to apply, please contact us at [recruitment@nottinghamplayhouse.co.uk](mailto:recruitment@nottinghamplayhouse.co.uk) to discuss a suitable format, or ring our Stage Door on 0115 947 4361. Please leave a message with your full name, contact information, your address (if you need paperwork posting to you) and details of your request.

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## ABOUT NOTTINGHAM PLAYHOUSE

**We create theatre that's bold, thrilling and proudly made in Nottingham.**

Awarded Regional Theatre of the Year 2019 by The Stage, Nottingham Playhouse is one of the country's leading producing theatres and creates a range of productions throughout the year, from timeless classics to innovative family shows and adventurous new commissions.

Under the leadership of Chief Executive, Stephanie Sirr MBE and Artistic Director, Adam Penford, we are mounting more varied and ambitious productions, attracting a host of high-profile performers and creatives, garnering increased media attention and commercial interest.

We want our theatre to be a space where everyone feels they belong, and we use our stage to tell diverse stories that reflect our city. Our wide-reaching participation programmes create life-changing experiences for our community and we also support the next generation of theatre-makers in the East Midlands through our extensive Amplify programme.

Nottingham Playhouse is a registered charity (no. 1109342). All of the funds we raise help to ensure we're reaching as many people as possible to give them new opportunities and create lasting memories.

Our building has grade II\* listed building status and is home to Anish Kapoor's *Sky Mirror*.

Click [here](#) to watch our introductory video.



## WHAT OUR COMMUNITY THINKS

**"Honestly, the final few minutes of the first act were some of the most captivating, powerful and heart wrenching I've seen on stage. Incredible!"**

– Audience member on *The Madness of George III*

**"Nottingham Playhouse has a very special place in my heart. At the age of 16, my school placed me at the theatre for my work experience... Without [them], I wouldn't have the career I do now."**

– Indhu Rubasingham, Artistic Director of Kiln Theatre

**"The actual performance was an incredible experience. Firstly, just to be on the Nottingham Playhouse stage was a dream for all of us. But to be a part of such a powerful, visceral production was an absolute privilege."**

– Lisa Chamberlain, on her experience as a member of our community ensemble during Gary Clarke Company's production of *COAL*.

## NOTTINGHAM PLAYHOUSE IN 2023

We started 2023 with a beautiful stage adaptation of Christy Lefteri's acclaimed novel *The Beekeeper of Aleppo*, which is now touring the UK. This was followed by the world premiere production of *Village Idiot*, a play we commissioned by Samson Hawkins and co-produced with Theatre Royal Stratford East and Ramps On The Moon.

This summer we brought the riotous *Twelfth Night* to life as an outdoor performance. Our Autumn season opened with the European premiere of *The Real & Imagined History of the Elephant Man*. This was followed by the exciting return of Mark Gatiss' celebrated retelling of *A Christmas Carol – A Ghost Story*, and of course our legendary pantomime. This year is the enchanting *Cinderella*, with a brand-new retelling of *Hansel and Gretel* in the Neville Studio for younger children.

## OUR VISION, MISSION AND VALUES

The essence of who we are is to **create wonder in Nottingham**. We believe that, through theatre, being transported to different worlds broadens our horizons, that by being positive, relevant and devoted we provide an experience, not just a stage. At Nottingham Playhouse, we give a voice to untold stories and cultivate life-changing experiences. Our theatre is a place where everyone belongs, a place of entertainment, heart and joy.

Our vision is to create high quality art that is truly accessible and representative of both our heritage and our rich diversity. We aim to be a nationally recognised destination theatre, a producer of "must see" work and a venue that welcomes everybody to be entertained, surprised, delighted and challenged by work that is bold, brilliant and



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relevant. Working in partnership with exciting artists and companies regionally, nationally and internationally, we create theatre that puts Nottingham Playhouse on the map.

We exist for the benefit of the people of our region – be they audiences, participants or artists. As a publicly-funded organisation we commit to ensure that our demographic of opportunity reflects the demographic of our catchment – including gender, ethnicity, sexuality, socio-economic standing and disability – to be not just world-class but also truly inclusive in all areas of operation, including to recruit and pay fairly. To strengthen our actions we have established a Diversity in the Workforce Working Group to ensure that we are doing all we can to recruit a more representative workforce.

In January 2021 we launched an Anti-Racism Action Group to look at the wider culture and environment at Nottingham Playhouse. The group advises the Executive and Nottingham Playhouse Board of Trustees on matters of diversity, inclusion and equality, with the aim of ensuring that we are a safe and fully representative organisation, which reflects the full breadth and richness of diversity within our community. We have created an on-line system for Reporting Racist Incidents.

A core value of Nottingham Playhouse is to proactively create and support opportunities for cultural participation for all ages, for all backgrounds. We also work in supportive partnership with a very wide range of stake holders to cement our position as an organisation with a strong artistic vision that includes the development of artists.

Nottingham Playhouse is a founder member of [Ramps on the Moon](#), a member of [PiPA](#) (Parents and Carers in Performing Arts) and a [Family Friendly theatre](#). We are committed to the [UK Theatre/SOLT Ten Principles](#) to encourage safer and even more supportive working practices in theatre and have signed up to the [Old Vic Guardians initiative](#). Find out more about Nottingham Playhouse by visiting our [website](#) or our [YouTube channel](#).



## ABOUT NOTTINGHAM

Nottingham is known internationally for its links to the fabled Robin Hood, who called nearby Sherwood Forest home. It is home to a thriving cultural scene including Nottingham Playhouse, Nottingham Contemporary, Theatre Royal and Concert Hall, Broadway Cinema, Motorpoint Arena Nottingham, Lakeside Arts Centre and New Art Exchange.



Today the city is a prosperous metropolis and is the 6<sup>th</sup> largest city in the UK with the 7<sup>th</sup> largest economy in the UK. Whilst Nottingham's emergence as one of the UK's largest urban areas can be linked to the Industrial Revolution, today the city's key industries include culture, digital media, sciences as well as retail and leisure.



The city boasts an excellent array of shops, restaurants, and attractions and is renowned for its thriving music scene. It also has a proud sporting history. The city was named as England's 'first City of Football' in 2014, pipping Manchester to the number one spot and Nottingham Forest have recently returned to the Premiership.

### House Prices

Nottingham has emerged as a 'saver friendly' choice for buyers. Buying a house in or around Nottingham is comparatively affordable and particularly in family-friendly places like Beeston, Sherwood, Wollaton and West Bridgford.

According to [Zoopla](#), the current average house price in Nottingham as at June 2022 is [£242,979](#). This is great value when compared to similarly-sized cities across the UK; the average cost of a house in London in the same period is [£730,014](#)!

Living in Nottingham is therefore an enticing option, with the average price of a detached home currently at £357,595, semi-detached at £212,502, terraced houses at £168,318 and flats at £144,878.

### Rental Prices

If you are considering renting, Nottingham is currently offering renters a choice of around 1,226 properties. The average rent is £752 pcm for a one-bedroom and £1,059 pcm for a two-bedroom property, around [56.81% lower than the average in London](#).

### Public Transport and Walking

Public transport is plentiful and affordable using Nottingham City Transport buses, East Midlands Trains and the Park and Ride system with NET Trams. Nottingham also has numerous new and well-maintained cycle paths, an e-scooter system and a car share system.

As a city with a small footprint, walking is a great way to get around! Nottingham is full of fascinating history to soak up while you walk. Enjoy a stroll along the popular canals and take in stunning views of the city. There are also several fantastic walking locations that neighbour the city. For the best walks in Nottingham check out [www.AllTrails.com](http://www.AllTrails.com).

## Working

Nottingham is the East Midlands' leading commercial, retail, financial and business centre. The city plays a huge role in the UK's national and regional economic growth. The retail sector, in particular, is pivotal to the city's economy and one of the major employers.

The city also has a reputation for being particularly enterprising. In 2011 the Nottingham Enterprise Zone focused on expansions for new business sectors including aerospace, rail and automotive industries.

Many large companies have their main offices in Nottingham, including Boots, Vision Express, Specsavers, Experian, Capital One, Loomis and Speedo. The UK's biggest bioscience innovation, BioCity, is also located in Nottingham. This hub of science-based companies is home to around 80 individual firms.

With so many different industries based in Nottingham, it is not a surprise that the city was one of the top 10 cities in the UK for job growth from 2004-2013.

## Education

Nottingham has a diverse education system, with currently over 144 schools and colleges in the city providing education to students from primary school age up to college and sixth form.

Of its 89 primary schools, the best include Welbeck Primary School, South Wilford Endowed CofE Primary School, St Teresa's Catholic Primary School, Old Basford School and Haydn Primary School. All of these schools have received the coveted 'Outstanding' review from Ofsted.

5 of Nottingham's 33 secondary schools have also been awarded Ofsted 'Outstanding', including Bluecoat Wollaton Academy, Fernwood School, Nethergate Academy, Oak Field School and Rosehill School.

## Universities

Nottingham is a popular University city, catering to over 60,000 undergraduate students between its two universities [Nottingham Trent University](#) and the [University of Nottingham](#). Both institutions have outstanding reputations, with the University of Nottingham being a member of the esteemed Russell Group.

## Restaurants

Nottingham is home to a huge number of cafes, pubs and restaurants to enjoy a fantastic meal, from the Michelin starred [Restaurant Sat Bains](#) and [Alchemilla](#) to independently owned restaurants and well known chains.

Partake in Nottingham's rich history by dining at England's oldest inn, [Ye Olde Trip to Jerusalem](#), or underground in one of the city's 800+ ancient caves (the largest cave network in the UK) at [Hand & Heart](#). Above ground, the [Malt Cross](#) is the only Victorian Music Hall in the country that operates as its original design intended, providing food, drink and live music.

## HEAD OF LIGHTING & VIDEO

### Job Description

**Responsible to:** Technical & Production Manager

**Responsible for:** Deputy Head of Lighting & Video, Technicians, Casual staff

#### **Purpose of post:**

- To head the Lighting & Video Department
- To be responsible for all aspects of the safe and efficient running of the Lighting & Video Department
- To deliver exemplary service to main-stage and studio productions, co-productions, touring, transfers, Participation productions and projects, Community productions and projects, events and hires.
- To be an effective, proactive member of the Nottingham Playhouse Heads of Departments team
- To line manage the Lighting & Video staff

#### **Duties include:**

##### **Productions**

- To run the Lighting & Video Department and to ensure high standards of support for creative teams and visiting companies throughout the production process.
- To work on the pre-production set up and running of productions either at Nottingham Playhouse or at other venues throughout the UK and the world.
- To support the Head of Production and Technical Manager or relevant Production Manager in ensuring that production designs are achieved within budgetary and technical parameters.
- To monitor show reports for in house productions and ensure all department relevant notes are completed.
- To work with the rest of the technical team to ensure that lighting, practical lighting effects, video and other technical elements of each production are supplied and maintained to a high standard.
- To liaise with performers and stage management on all lighting and electrical related matters to ensure that problems are dealt with quickly and efficiently.
- To work on performances in accordance with the department rota, including get-in, fit-up and show calls.
- To attend the first day of rehearsal, production, technical and staff meetings as and when required.

##### **Hires/Events**

- To act as the main point of contact for Hires allocated by the Head of Production or Technical Manager. To include pre-hire production meetings, supporting the hirer to create necessary standard of production.
- To provide technical support for Nottingham Playhouse events as required.

##### **Staff**

- To provide day to day supervision and effective leadership of the Lighting & Video technical team and casual staff.
- To act as line manager for the Deputy Head of Lighting & Video and Technicians and ensure they remain motivated and engaged, including annual appraisals



training requirements, holiday requests and departmental rotas, in line with the Nottingham Playhouse in-house agreement and the UK Theatre/BECTU agreement, as appropriate.

- In conjunction with the Head of Production and Technical Manager, to recruit casual and freelance staff as and when required.

## **Health & Safety**

- To lead on responsibility for all health and safety matters related to the Lighting & Video department, including risk assessments, inspection records, maintenance logs and to ensure the department works in accordance with the Nottingham Playhouse Health & Safety policy and procedures.
- To produce and maintain performance and department related paperwork for running, archive, maintenance and health and safety purposes.

## **Other**

- To be responsible for the smooth running and maintenance of the company's lighting, video and technical equipment.
- In collaboration with the Head of Production and Technical Manager to work to enhance the technical facilities at Nottingham Playhouse.
- To manage the Lighting & Video department's annual budget in line with the Nottingham Playhouse accounting procedures, including purchase ordering and petty cash.
- To order supplies as required for productions, general department stock.
- To ensure all workshop and storage facilities are kept in a tidy and orderly fashion and all equipment contained within them is maintained to a suitable standard.
- To keep up to date with industry legislation/union agreements.
- To drive the theatre's vehicles as required

## **General**

- To maximise income and minimise expenditure at all times
- To always act in the best interests of Nottingham Playhouse
- To take positive action to promote Diversity and Inclusion in all aspects of the work of Nottingham Playhouse. Engaging fully with all initiatives to promote diversity within Nottingham Playhouse
- To abide by Nottingham Playhouse policies such as Health & Safety, Diversity and Inclusion, Safeguarding, Data Protection, Environmental Sustainability etc.
- To support Nottingham Playhouse in achieving its Carbon Literacy and sustainability strategy
- To maintain confidentiality in all areas relating to Nottingham Playhouse
- To carry out such other duties as may be reasonably expected of the post.

The job description will be subject to review on a regular basis to reflect the changing requirements of Nottingham Playhouse and the developing skills of the post holder. We acknowledge that this is a wide-ranging job description and recognise that the post holder will require support, such as training, in some areas, which will be provided.

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## HEAD OF LIGHTING & VIDEO

### Person Specification

We use these criteria in the shortlisting process, so it is important to explain how you meet them in your application form. Give us examples of what you have previously done that shows us how you could be right for the role.

Criteria	Assessed at	
	Application	Interview
Proven track record of working in a lighting department for a similar sized producing theatre.	✓	✓
Extensive knowledge of theatre lighting and video equipment including, but not limited to, lighting control systems, dimmers and dimming techniques, pyrotechnics, temporary electrical installations, portable appliance testing, intelligent lighting, projection, video playback software and AV equipment.	✓	✓
Strong programming and troubleshooting skills of ETC consoles and systems	✓	✓
Experience of line management, with the ability to delegate and take control when needed	✓	✓
Strong communication skills	✓	✓
Diplomacy, discretion, professionalism and a positive approach	✓	✓
A motivated and enthusiastic self-starter who enjoys working with creative teams	✓	✓
A proven decision maker	✓	✓
Accuracy and excellent attention to detail	✓	✓
Experience of drawing up and managing budgets	✓	✓
Proven knowledge of, and training in, health & safety procedures and policies	✓	✓
Committed to finding innovative solutions to the challenges of lighting and video design and delivery of Nottingham Playhouse's work	✓	✓
Experience of using AutoCAD and Vectorworks	✓	✓
Recognised electrical qualification	✓	✓
Experience and qualification in working and rescue at height	✓	✓
IPAF and tallescope training and qualification	✓	✓

Nottingham Playhouse is committed to developing and nurturing its employees. For this role candidates do not need to have every skill on the Person Specification but should be able to demonstrate their potential ability to learn them with the appropriate training and support.

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## HEAD OF LIGHTING & VIDEO Terms and Conditions

- Salary:** £35,000 - £40,000 per annum (depending on experience)  
Payable monthly in arrears by credit transfer  
Relocation package available for the right candidate
- Hours:** Annualised Hours as calculated over a year (April- March).  
Averaging 42 hours per week.  
The normal working week is Monday–Sunday, 8am–midnight.
- Overtime:** No overtime is payable. Except for get outs covered by the UK Theatre/BECTU Agreement paid at the current UK Theatre/ BECTU rate.
- Contract:** Full Time, Permanent
- Probation Period:** 6 months
- Notice Period:** 8 weeks in writing by either party
- Flexible working:** This post is suitable for Flexible Working arrangements
- Place of work:** Will normally be Nottingham Playhouse, however from time to time the Head of Lighting & Video may be required to travel, regionally and nationally
- Holiday:** 5.6 weeks per annum (i.e. 4 weeks pa plus bank holidays)  
Entitlement increases in line with the UKT/BECTU agreement and House agreement  
The Holiday year runs 1 April – 31 March
- Pension Scheme:** Contributory staff pension, 5% employee and 4% employer  
Nottingham Playhouse workplace pension scheme is provided by NOW:Pensions.
- Other Absences:** In line with the UKT/BECTU agreement and House agreement (e.g. illness, maternity)

### Non-Contractual benefits:

In addition Nottingham Playhouse offers a number of discretionary benefits including

- Relocation package available for the right candidate
- Free and/or discounted tickets for performances including Press Nights
- Free Playhouse Pass membership
- Discounts on our bars offer
- Opportunities for Flexible Working
- Day off on your Birthday
- Free to use Employee Assistance Programme provided by Care First
- Discounted travel on Nottingham City Transport Buses
- Discounted parking at Mount Street and St James NCP
- Training
- Cycle to Work scheme

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## DIVERSITY, INCLUSION AND ACCESS

Nottingham Playhouse is committed to a policy of equality of opportunity and creating a workforce representative of the diverse communities we work with. We believe that theatre belongs to everyone and want to make sure that everyone has the opportunity to be involved. We want to work with people from diverse backgrounds, who will bring different skills and experiences to help us to achieve this.

Nottingham Playhouse has identified that our workforce is currently under representative of certain communities, particularly people who are Black, Asian, Brown, dual heritage, indigenous to the global south and or have been racialised as ethnic minorities and we are taking positive action for equal opportunities through the recruitment process. We have set up a Diversity in the Workforce Working Group to create a programme of change to deliver increased representation, in addition to an Anti-Racism Action Group and an Access Working Group to advise the Executive and Nottingham Playhouse Board of Trustees on matters of diversity, inclusion and equality.

We actively encourage applications from the Global Ethnic Majority and Disabled people. Applicants who identify as from the Global Ethnic Majority and/or as Disabled on the Equal Opportunities Monitoring form will be guaranteed an interview if they meet the minimum criteria on the job person specification. We are committed to ensuring that interview panels are as representative as possible, whilst comprising the relevant skills and experience to assess candidates' suitability for the role.

We are a Disability Confident employer, recruiting and supporting disabled people in the workplace.

If you would like the Recruitment Pack, Application Form and Equal Opportunities Monitoring Form in an alternative format, or support in completing your application, please contact us at [recruitment@nottinghamplayhouse.co.uk](mailto:recruitment@nottinghamplayhouse.co.uk) or ring our Stage Door on 0115 947 4361. Please leave a message with your full name, contact information, your address (if you need the paperwork posting to you) and details of your request.

We welcome proposals to consider for flexible working on hiring. We are part of the Parents in Performing Arts (PiPA) campaign and welcome applications from people who have caring responsibilities and anyone looking for a positive work/life balance.

For the role of Head of Lighting & Video we are open to discussing the possibility of flexible working. While we can't necessarily guarantee to give you your exact proposal, we do promise to carefully consider your request and explore what is practical for the role.



## HOW TO APPLY

Please download and complete the Application Form and Equal Opportunities monitoring form that you will find on our website. Please note we will not accept a CV in place of the application form.

### Filling in the application form

Please ensure that you complete all sections of the application form in full. The first page of your application form will be separated from the rest of your application in order to **anonymise the shortlisting process**, to help to eliminate unconscious or conscious bias. Please do not put your name elsewhere in your application.

As you fill in the application form, please explain how you think you meet the **job description and person specification** for the role. The information you provide will be used for the shortlisting process. It is important in your application to give us examples of what you have previously done that shows us how you could be right for the job and why you're enthusiastic about joining Nottingham Playhouse. You do not have to have previously undertaken all of the duties in the job description but you should tell us about your potential ability to do them.

### Data and monitoring

As part of recruitment procedures Nottingham Playhouse collects and processes personal data relating to job applicants. We are committed to being transparent about how and why we collect, use and keep personal data secure. Please see Nottingham Playhouse Recruitment Privacy Notice on the website for full details.

The Equal Opportunities monitoring form will be separated from the application and will not be available for the persons preparing the shortlist with the exception of obtaining information about disability required to make reasonable adjustments for interview. Data obtained from the forms will be used solely for monitoring purposes and no one individual can ever be identified.

### Submitting your application

Please submit your completed Application Form and Equal Opportunities Monitoring Form by email to: [recruitment@nottinghamplayhouse.co.uk](mailto:recruitment@nottinghamplayhouse.co.uk)

*Please send as a **Word document or PDF**. Do not send as a Pages file, Zip file or use file sharing services such as One Drive or Dropbox.*

Or you can submit your application by post to: **Recruitment, Administration Office, Nottingham Playhouse, Wellington Circus, Nottingham, NG1 5AF.**

Please mark your envelope Private and Confidential.

If you require an alternative way to make your application, please contact us at [recruitment@nottinghamplayhouse.co.uk](mailto:recruitment@nottinghamplayhouse.co.uk) to discuss a suitable format.

### Deadline for applying

Closing date for applications: **Monday 26 February 2024 at 12noon.**

We will contact you by telephone or email if you are shortlisted for interview. All job applicants will be contacted via email or in writing whether or not they have been shortlisted for interview.

Thank you for your interest in Nottingham Playhouse and we look forward to receiving your application.