

# PRODUCTION AND VENUE ELECTRICIAN

Digital and Production Department

Grade 5, Full-time, Permanent contract

Job reference number: 304-23

## Applicant Information Pack

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### Closing date

9am Monday 26 June 2023

### Interview date

Monday 3 July 2023

### Contents

- Job Description
- Person Specification
- Terms & Conditions
- Staff Benefits
- About Us
- How to Apply

## Job Description

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<b>Job title</b>	Production & Venue Electrician
<b>Department</b>	Digital and Production
<b>Grade</b>	5
<b>Hours of work</b>	Full Time (1FTE)
<b>Contract type</b>	Permanent
<b>Responsible to</b>	Production and Venue Lighting Manager
<b>Responsible for</b>	n/a
<b>Liaises with</b>	<p><b>Internal</b> Production Manager &amp; Technical Director, Senior Staging Technician and fellow Production and Venue Electrician, RCM Digital and Production Department, Opera School and Vocal Faculty staff, Head of Estates, Deputy Head of Estates, Health &amp; Safety Manager, Front of House Manager, Events Manager and Events Assistant, Performance &amp; Programming department, Facilities Team</p> <p><b>External</b> Freelance technical staff, Production staff and specialist personnel, External hires, Duty Fireman</p>
<b>Job overview</b>	<p>Responsibility for all theatre and stage lighting equipment across each of the RCM performance venues.</p> <p>To act as Production Electrician or lighting programmer (as applicable) for all College productions in the Britten Theatre</p> <p>Active member of the RCM Digital and Production Department, RCM performance venues and Britten Theatre technical team in relevant disciplines</p> <p>Deputise in the absence of the Technical Director</p>

### Key Responsibilities

- To be responsible for all theatre and stage lighting equipment, including installation, lighting design (where applicable) and operation, in the RCM Performance Venues, including the Britten Theatre, Performance Hall, Performance Studio, Amaryllis Fleming Concert Hall.
- To be responsible for all lighting aspects of major in-house opera productions. This includes representing the College as the main point of contact with guest lighting designers while acting as lighting programmer and operator or, production electrician responsible for planning, installing and maintaining all house lighting rigs.
- Planning, installing, and operating as necessary all AV set ups.
- Set up the Lighting and act as Production Electrician/Programmer for RCM events, including Graduation, President's Visit, instrumental and vocal concerts, Opera Scenes, one-off Vocal Faculty dramatic productions, and external hires.
- Having a student facing role while acting as a mentor and assisting in the realisation of Great Exhibitionist performances in the Britten Theatre and across the College
- Design the lighting for Opera Productions and Scenes, Internal and External events as required.
- Be able to act as Production Electrician for large-scale external hires in RCM venues.
- Set-up and operation of Audio-Visual Equipment as necessary for internal and external events

- Responsibility for annual maintenance, service and PAT testing of all lighting equipment in RCM Performance Venues, including the Britten Theatre, Performance Hall, Performance Studio, and the Amaryllis Fleming Concert Hall
- Work with fellow members of the Britten Theatre team in general rigging and housekeeping duties and maintaining COSHH and ladder registers as required.
- Available to act as Duty Technician during all public performances.
- To be an active member of the theatre and college staff and to take on any other duties as reasonably directed by the Production Manager and Technical Director

## Special Factors

This role requires regular evening and weekend work in line with the use of RCM Performance venues. Time off in lieu will be offered where hours exceed 35 hours a week or overtime will be paid where authorised in advance.

This work may be physically demanding and does involve some manual handling. Training will be given where necessary.

## Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training fit each of the criteria below.

Criteria	Description	Essential / Desirable	How Criteria Are Tested
<b>Qualifications</b>	Relevant tertiary level qualification in Technical Theatre	Desirable	AF, INT, ST
<b>Experience, Skills &amp; Knowledge</b>	Relevant theatre training	Essential	AF, INT, ST
	Experience of working as a theatre electrician in both receiving and producing venue	Essential	AF, INT, ST
	Knowledge and ability with ETC Lighting desks	Essential	ST
	Experience and knowledge of PAT testing and electrical safety practices	Essential	AF, INT
	Ability to operate AV equipment and Qlab	Essential	ST
	Experience and ability in standard lx rigging	Essential	ST
	Knowledge of manual handling techniques	Essential	ST
	Experience and training in counterweight flying	Desirable	AF, INT
	Health & Safety training in ladder and tallescope use	Desirable	AF, INT
Knowledge and ability of AutoCAD, Vectorworks or similar	Desirable	AF, INT	
<b>Personal Attributes</b>	Strong team player with personal and good communication skills, able to react to changing, sometimes pressured circumstances with tact and a calm, professional manner	Essential	AF, INT

Interest in classical music	Desirable	AF, INT
An informed interest in higher education	Desirable	AF, INT
A commitment to recognising, valuing and celebrating diversity and to proactively advancing equality and inclusive practice in all areas of College life	Essential	AF, INT

AF = Application Form    INT = Interview    ST = Selection Test

The duties and responsibilities assigned to the post may be amended by the Production Manager and Technical Director within the scope and level of the post.

## Terms & Conditions

<b>Availability</b>	The post is immediately available from 5 July 2023													
<b>Contract type</b>	Permanent													
<b>Hours of work</b>	<p>This role is offered on a full-time basis.</p> <p>Full time hours at the RCM are 35 hours per week and this role requires regular evening and weekend work in line with the use of RCM Performance venues.</p>													
<b>Salary</b>	<p>RCM Pay Scale Grade 5, incremental points 16 – 20:</p> <table border="1"> <thead> <tr> <th>Spine points</th> <th>Full-time salary*</th> </tr> </thead> <tbody> <tr> <td>16</td> <td>£28,904</td> </tr> <tr> <td>17</td> <td>£29,459</td> </tr> <tr> <td>18</td> <td>£30,112</td> </tr> <tr> <td>19</td> <td>£30,798</td> </tr> <tr> <td>20</td> <td>£31,546</td> </tr> </tbody> </table> <p>*inclusive of London Weighting allowance</p> <p>Appointments will normally be made to the first point of the grade, in accordance with the RCM Pay Policy. Staff are entitled to an annual increment each year on 1 August (dependent on 6 complete months' service) until they reach the top of the grade.</p> <p>Payday is the 15<sup>th</sup> of each month or the last working day before this should the 15<sup>th</sup> fall on a weekend or bank holiday.</p>		Spine points	Full-time salary*	16	£28,904	17	£29,459	18	£30,112	19	£30,798	20	£31,546
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<b>Work permit</b>	<p>All applicants must be permitted to work in the UK and hold a relevant work permit where necessary.</p> <p>This is not a role for which the RCM will act as a sponsor for a visa application.</p>													
<b>DBS check</b>	Not applicable for this post.													

<b>Probation</b>	The post has a six-month probationary period.
<b>Notice period</b>	The appointment will be subject to termination by not less than one month's notice. Notice during probation will be seven days' notice by either party.
<b>Pension</b>	The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: <a href="http://www.uss.co.uk">www.uss.co.uk</a> . Arrangements exist for members to make additional voluntary contributions (AVCs).
<b>Annual leave</b>	<p>Full time staff are entitled to 210 hours (equivalent to 30 days) of holiday per annum, plus public holidays.</p> <p>The RCM is closed between Christmas and New Year each year, the three days in this week that are not bank holidays will come out of the postholder's annual leave allowance.</p>

## Staff Benefits

<b>Travel</b>	<p>Interest free season ticket loans are available to cover the cost of a 12-month season ticket between a member of staff's residence and the RCM. The loan will be repayable by deduction from salary over a period of 12 months or on leaving the employment of the RCM, if earlier.</p> <p>We also offer a tax-free bicycle loan under a similar repayment scheme.</p>
<b>Events</b>	There is a range of concerts taking place at the RCM throughout the weeks, staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.
<b>Eye tests &amp; hearing tests</b>	The RCM will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses if they are for use with VDUs. We will also cover the cost of hearing tests.
<b>Employee Assistance Programme</b>	All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.
<b>Professional Development</b>	The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.

## About Us

<b>The College</b>	Opened in 1883 by the then Prince of Wales, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 60 countries studying at undergraduate, masters or doctoral level in the Senior College throughout
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the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and amateurs. The RCM was ranked as the global top institution for Performing Arts in the 2023 QS World University Rankings by subject.

#### Staff

The RCM has over 250 members of professorial (teaching) staff and over 100 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over one hundred administrative staff.

#### Location

The RCM benefits from its location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.

#### Digital and Production

RCM Studios provides professional recording, audio-visual and music technology services to support College students, research and events. This includes archive recording and filming of concerts, audio and video sessions for auditions and competition entries, scoring sessions for student film composers, web streaming of major concerts, masterclasses and events (featuring some of the world's most famous conductors and performers), and remote masterclasses and performances via videoconferencing. Additionally, some recordings take place at external concert halls, churches and commercial studios across London. RCM Studios provides recording and production services for commercial clients. The studio facilities include a 75m<sup>2</sup> live room with Steinway D concert grand piano, three control rooms, a video production suite, editing and teaching suites and connectivity to 8 large performance spaces around the College.

## How to Apply

To apply, please complete our **1) Application form** and **2) Equal Opportunities form**, available to download from the [RCM website](#), and submit in PDF or Word format to [recruitment@rcm.ac.uk](mailto:recruitment@rcm.ac.uk)

Please ensure that you include the Job Reference Number and state clearly the title of the post for which you are applying. CVs without an application form cannot be accepted.

**Closing date**                      **9am Monday 26 June 2023**

Applications received after the stated closing date will not be considered.

**Interview date**                      **Monday 3 July 2023**

There will be a test for shortlisted candidates. Further details will be passed to shortlisted candidates in due course.

If you have any questions about this position or the application process, please contact a member of the recruitment team on; [recruitment@rcm.ac.uk](mailto:recruitment@rcm.ac.uk). If you need to receive this documentation in a different format, such as large print or are not able to apply electronically, then please contact us to discuss your requirements.

The Royal College of Music is an Equal Opportunities employer. The College is a non-smoking environment.

Richard Bland  
Head of Digital & Production  
June 2023

