

Production & Venue Lighting Manager

Digital & Production Department

Grade 6, Full time, Permanent contract

Job reference number: 305-23

Applicant Information Pack

Closing date

9am, Monday 26 June 2023

Interview date

Week commencing 3 July 2023

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Job Description

Job title	Production and Venue Lighting Manager
Department	Digital & Production
Grade	6
Hours of work	Full Time (1FTE)
Contract type	Permanent
Responsible to	Production Manager & Technical Director – Britten Theatre
Responsible for	Production & Venue Electrician
Liaises with	<p>Internal Production Manager & Technical Director, Head of Digital and Production Department, Senior Staging Technician and Production & Venue Electrician, Opera School and Vocal Faculty staff, RCM Digital Department, Estates and Maintenance departments, Safety, Health & Environment Manager, Front of House Manager, Events Manager and Events Assistant, Facilities team</p> <p>External Creative and Production staff, Freelance technical staff, specialist personnel, Production staff and directors of visiting companies, Duty Fire personnel</p>
Job overview	<ul style="list-style-type: none">• Responsibility for all theatre and stage lighting equipment in the Britten Theatre and RCM performance venues.• Active member of the technical team across the Britten Theatre and RCM performance venues in relevant disciplines• Manage and oversee the work of freelance staff and others engaged in lighting roles across the college performance venues• Deputise in the absence of the Technical Director

Key Responsibilities

These include:

- To be responsible for Lighting for 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 and/or production electrician as necessary.
- Line manages the Production and Venue Electrician and manage day to day workload across the sub-team, liaising with freelancers where necessary.
- Design and set up the lighting for Vocal and Opera Faculty projects in the Britten Theatre. This will include opera scenes, the biennial contemporary opera project and is expected to include one major opera production per year, as well as external and internal events as required.
- Set up the Lighting and act as Designer and Production Electrician for RCM events in the Theatre for events such as Graduation, the President's Visit, instrumental and vocal concerts, and some 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/support (as the theatre scheduling allows) performances and workshops in AFCH, Performance Hall and Studio which require specialist lighting.
- Act as a representative of the Britten Theatre Team for external Venue Hires, working collaboratively with clients to utilise the Britten Theatre and other RCM venues to agreed timelines and budgets)
- Set-up and operation of Audio-Visual Equipment (such as projectors) as necessary for internal and external events

- Responsibility for annual maintenance, service and PAT testing of all lighting equipment in the Britten Theatre and Amaryllis Fleming Concert Hall, Performance Hall and Performance Studio
- Available to act as Duty Technician during public performances in the Britten Theatre
- Maintain and update the Theatre COSHH and Ladder inspection records.
- To be an active member of the Digital and Production department 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 the Theatre. 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
Qualifications	Relevant level qualification in Technical Theatre	Desirable	AF, INT, ST
Experience, Skills & Knowledge	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 of manual handling techniques	Essential	ST
	Knowledge and ability with ETC Lighting desks and Qlab	Essential	AF, INT
	Ability to operate AV equipment	Essential	ST
	Experience and knowledge of PAT testing and electrical safety practices	Essential	ST
	Experience and training in counterweight flying	Essential	ST
	Health & Safety training in ladder and tallescope use	Desirable	AF, INT
Personal Attributes	Knowledge and ability of AutoCAD, Vectorworks or similar	Desirable	AF, INT
	Strong team player with good communication skills, able to react to changing, sometimes pressured circumstances with tact and a calm, professional manner	Essential	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 & Technical Director within the scope and level of the post.

Terms & Conditions

Availability	The post is available from 5 July 2023 and the postholder would ideally be available to start as early as possible.												
Contract type	Permanent												
Hours of work	<p>This role is offered on a full time (1FTE) basis.</p> <p>Full time hours at the RCM are 35 hours per week and normal office working hours are 9.00am-5.00pm (with a one hour lunch break), Monday to Friday. This role requires regular evening and weekend work in line with the use of the Theatre. Time off in lieu will be offered where hours exceed 35 hours a week or overtime will be paid where authorised in advance.</p>												
Salary	<p>RCM Pay Scale Grade 6, incremental points 20 – 24:</p> <table><thead><tr><th>Spine points</th><th>Full-time salary*</th></tr></thead><tbody><tr><td>20</td><td>£31,546</td></tr><tr><td>21</td><td>£32,277</td></tr><tr><td>22</td><td>£33,074</td></tr><tr><td>23</td><td>£33,907</td></tr><tr><td>24</td><td>£34,763</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 15th of each month or the last working day before this should the 15th fall on a weekend or bank holiday.</p>	Spine points	Full-time salary*	20	£31,546	21	£32,277	22	£33,074	23	£33,907	24	£34,763
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Work permit	<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>												
DBS check	Not applicable for this post.												
Probation	The post has a six month probationary period.												
Notice period	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.												

Pension	The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: www.uss.co.uk . Arrangements exist for members to make additional voluntary contributions (AVCs).
Annual leave	Full time staff are entitled to 210 hours of holiday per annum, plus public holidays. 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.

Staff Benefits

Travel	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. We also offer a tax-free bicycle loan under a similar repayment scheme.
Events	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.
Eye tests & hearing tests	The RCM will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.
Employee Assistance Programme	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.
Professional Development	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

The College	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 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.
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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 particular 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.

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

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 Week commencing 3 July 2023

With some roles at the RCM second interviews may take place. Shortlisted candidates will be notified in due course.

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. If you need to receive this documentation in a different format, such as large print or are not able to submit an application 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
June 2023

