



## REALLY USEFUL THEATRES GROUP LIMITED

### JOB DESCRIPTION

<b>Date:</b>	February 2018
<b>Job Title:</b>	Chief Electrician, TRDL
<b>Reports to:</b>	Theatre Manager
<b>Job purpose:</b>	To ensure the safe and smooth running of the Electrical Department to the highest standards by utilising and developing resources and equipment.

#### Main duties:

##### 1. Staff

- To instruct, motivate and fully utilise full time and performance staff, allocating all work within the electrics department.
- To use staff working hours efficiently meeting the requirements of both Really Useful Theatres and those of the visiting Production Company, ensuring these are in line with the SOLT/BECTU Agreement and the Working Time Regulations.
- To complete timesheets for the staff within the Electrics Department accurately and in line with the SOLT/BECTU Agreement.
- To submit holiday requests forms to the Theatre Manager for all full-time members of the department and keep accurate records, informing the Theatre Manager of any incidents of absenteeism.
- To identify training and development needs within the department and liaise with the Theatre Manager and the Company's HR department to source appropriate courses.

##### 2. Health and Safety

- To ensure that the Company's Health and Safety Policy and Alcohol & Substance Abuse Policy are adhered to by the Electrical Staff, and to set a personal example in this respect.
- To advise the visiting Company/Stage Manager of any practice associated with the Production which he/she considers to be unsafe.
- As required, to assist the production company in the generation of a risk assessment for each new production. To ensure that the recommendations contained within the Risk Assessments, for the show and the building, are implemented.
- In conjunction with the Master Carpenter, to carry out building risk assessments for all ROH areas and ensure all documents are reviewed and updated as necessary.
- To attend and actively contribute to the external bi-annual Health & Safety Audit.
- To ensure that Health & Safety and Personal Protective Equipment supplied is available, in good condition and used correctly.
- To ensure that all the electrical equipment is maintained to a high standard and that portable appliances are regularly rested, in accordance with Company guidelines to ensure compliance with the Electricity at Work Regulations
- To ensure all statutory inspections and the certification of infrastructure and equipment is carried out within prescribed timeframes and recorded on file.
- To attend the regular Health & Safety meetings.

##### 3. Production

- To liaise with visiting Company and Stage Managements to ensure good communications and the smooth running of the Productions.
- To ensure the Production is maintained to the highest technical standards.
- To be familiar with the cues and workload of each of the Electricians in the running of the Production.

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It is a requirement of this role to be legally entitled to work in the UK. This job description reflects the current situation. It does not preclude change or development that might be required in the future.

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- To attend Production Meetings and advise on electrical matters.

### 4. Building

- Ensure that the electrical installation is in good order and bring any deficiencies to the attention of the Head of Technical.
- To maintain good standards of 'housekeeping' throughout the building.
- To carry out work throughout the building as required by the Theatre Manager.
- To ensure that the heating and ventilation systems are fully functional and operated at the correct times and at optimum levels.
- To work with the Theatre Manager to keep the building up to date and in-line with current standards of theatre technology, within agreed budgets.
- To work with the Theatre Management and the Company's works department on specific electrical projects, upgrades and installations.

### 5. Events, Functions and Concerts

- In conjunction with the theatre management team, to liaise closely with the Hospitality, Events and Programming departments.
- To attend meetings with clients and promoters to discuss, assess and advise on lighting, sound and power requirements.
- To staff and facilitate events, functions and Sunday concerts as necessary.
- To provide a lighting board operator or FOH PA sound system operator as and when required and to ensure there is sufficient skill set within the department to programme the lighting board to at least an intermediary level for one-off events.

### 6. Ordering

- To use the Company's ordering system to purchase items essential for the maintenance of the building, ensuring appropriate stock levels and other items and equipment that may be required for specific tasks, projects or events within the agreed parameters of cost.
- To forward a requisition for any large expenditure to the Theatre Manager for prior approval.
- To ensure that items delivered are as ordered and complete.
- To check invoices against delivery notes if required.

**Working Hours:** will vary with Productions but will comply with the SOLT/BECTU agreement. It is the nature of the business that the working of unsocial hours will be required.

#### **Person Specification:**

- Experience of working at Electrical HoD level within the performing arts industry
- Experience of managing staff - good leadership skills with ability to challenge, motivate, support and discipline staff
- Ability to work effectively with Company partners
- Excellent technical skills and knowledge of relevant equipment
- Excellent knowledge of relevant Health & Safety legislation
- A good understanding of the SOLT/BECTU agreement.
- An efficient and flexible approach; prioritises workload to meet targets and deadlines; manages multiple priorities and adapts quickly to changing requirements
- Ability and willingness to adapt style to build relationships and establish credibility with colleagues and the visiting productions companies
- Ability to work calmly under pressure
- Creative problem solver

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- Pro-active; able to self-motivate and use own initiative in the absence of clear guidelines by identifying tasks, projects and/or potential problems in advance, creating solutions and taking ownership of outcomes as appropriate