



ROYAL
OPERA
HOUSE

JOB DESCRIPTION

Title: Lighting Systems Manager

Reports to: Deputy Head of Lighting Operations (Production)

Manages: Lighting Systems Assistant Manager
Lighting Systems Technicians

Overall Purpose of the Job:

Working to the priorities set by the Head of Lighting Operations.

To be responsible for the equipment and systems of the Lighting Department, providing technical advice for additional equipment needs, productions, events and outside venues, ensuring that all activities are carried out to the highest possible standard of safety, efficiency, and quality. To deliver activities within agreed resources and budgets. To provide effective leadership and management of staff.

Main Responsibilities:

Day to day technical operations

- Maintain the efficient and safe running of the lighting networks and systems in line with the requirements of BS7909/7671
- Troubleshoot, resolve and advise on any problems with lighting systems.
- Maintain ROH lighting facilities to the highest standards, reliability and latest specifications, working within department budgets.
- Design and commission or procure equipment, systems or network upgrades as required.
- Respond to special lighting requirements for shows by providing a service to advise on, design, procure, build, and/or install set electrics, special effects or lighting props.
- Manage and ensure compliance with current safety and electrical regulations for all equipment, including Portable Appliance Testing, maintaining accurate records.
- Manage accurate record keeping of all technical aspects of the operation, installation, configuration and safety of lighting technical systems.
- Identify additional resourcing needs for the regular or annual maintenance of the Lighting systems and identify skilled and specialist operators to fulfil these resourcing needs.
- To tour the UK and overseas if required, or visit other theatres or venues, representing the ROH to the highest standards of courtesy and professionalism at all times.

Health and Safety

- Take personal responsibility for the safety of self and others.
- Promote a positive approach to Health & Safety and safe working practices at all times.
- Ensure relevant Health & Safety legislation is applied effectively, and appropriate risk assessments and method statements are carried out as required, engaging with senior managers and the H&S department to ensure they are fit for purpose.
- Undertake Health and Safety and any other training as identified by line managers and as required of the post, which may include but is not limited to Electrical Safety in line with BS7909/7671.
- Ensure that any near miss, incident or accident is reported in accordance with ROH policy.
- Oversee a clean, efficient, well-organised and safe physical working environment, ensuring all areas are kept in a clean and tidy manner.

Finance

- Manage all allocated budgets, understanding budgetary constraints to maximise resources and minimise expenditure, and informing senior managers promptly with budgetary concerns.
- Adhere to ROH procurement policies, demonstrating transparency and honesty in all financial matters, ensuring procurement options are researched thoroughly with attention paid to cost effectiveness at all times.
- Follow departmental and ROH reporting procedures, presenting financial updates in a timely and accurate manner.

Communication and Relationships

- Assist in building an effective team by taking individual responsibility for attendance, quality of work, motivation and discipline, and providing support for other team members.
- Treat people with respect and maintain good working relationships.
- Coordinate work with others, sharing relevant information, ideas and resources, and demonstrate a disciplined approach to work.
- Maintain high standards under pressure and carry out tasks without detailed supervision.
- Develop strong working relationships with colleagues across Technical, Production, the Performing Companies and the wider organisation.
- Create an environment of positive and engaged communication and information sharing with all production teams.
- Engage confidently with colleagues and manage expectations at each stage of the process.

Leadership

- Supervise staff attendance, conduct, performance, holiday and other absences, reporting any concerns promptly to line managers.
- Manage the planning of all activities and staff schedules, liaising with managers in other teams to ensure efficient use of time and resources.
- Carry out induction and training of staff to the required standard.
- Support a culture of information sharing, collaborative working and team working.

- Be visible, approachable, supportive and accessible to the team.
- Openly encourage and recognise the contribution of others and give constructive feedback on a regular basis.
- Develop an effective team through effective induction and development and performance management.
- Ensure that working practices are in accordance with ROH policies and procedures.
- Maintain the highest level of health and safety management and practically support the training of staff.
- Contribute to negotiations and consultations with the Trades Unions.

Continuous Improvement

- Keep in touch with best practice as relevant to the role and emerging technologies, including relevance to the sustainability aims and goals of the ROH.
- Manage own learning and continuous professional development relevant to the role; undertake any study or qualifications as required.
- Contribute to a culture of innovation and continuous improvement.

Deliverables

- Maintain high production standards and timely delivery of duties.
- Effective resource management and budget management.
- Effective management of direct reports with strong and positive morale.
- Compliance with Health and Safety best practice and ROH procedures.

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

PERSON SPECIFICATION:

Skills and Experience

- An excellent track record in lighting systems management for major professional theatres, current experience is essential.
- Accredited training to current standards in Electrical and Electronic Engineering, in line with BS7909/7671.
- Thorough understanding of current lighting equipment and systems and the implications of new product developments in line with the principles of the ROH Sustainability policy.
- Ability to assess production needs for lighting requirements and identify and recommend any developments to existing systems or equipment,
- Proficient user of Microsoft Office and other software pertinent to the role.
- Proficient use of lighting software including AutoCAD, Vectorworks, Lightwright, MLA and good understanding of Visualisation Software.

Project Management

- Proven experience of managing teams and projects with consistent high production standards.
- Consistent performance under pressure and effective troubleshooting and problem solving ability.
- Ability to work effectively within given resources using effective planning skills.

- Ability to demonstrate effective budget management.

People Skills

- Positive leadership style, leading by example
- Strong relationship management skills and clear communicator with a proactive approach to communication
- Able to manage conflict and seek resolution, demonstrating a professional and positive approach
- Self-motivation and good written communication skills
- Collaborative approach to working
- A strong team leadership ethic

Job Requirements

- Strong awareness of and adherence to Health and Safety policy and best practice
- Compliance with discrimination legislation and Equal Opportunities principles
- Flexibility to work varied hours including travel and work at other locations on ROH business if required.

