**Assistant Lighting Supervisor/Assistant Head of Lighting**

**Job Description**

**Reports to:** Head of Lighting

**Role**

The role of Assistant Lighting Supervisor/Assistant to the Head of Lighting is a supported development opportunity specifically aimed at addressing the mid-career skills gap in theatre in Scotland. The postholder will work alongside the Head of Lighting, show lighting staff, and curated mentors to gain confidence and experience enabling them to go on to work at a senior level and in turn support others in the industry.

**Main duties and responsibilities as Assistant Lighting Supervisor**

* Use of CAD and lighting software such as Lightwright and Moving Light Assistant
* Designing touring lighting systems
* Preparation of equipment for various tours (large, medium and small)
* Advance communications/liaison with tour venues and teams
* Working with Lighting Designers
* Building practical lighting projects
* Programming and relighting on tour
* Managing of larger teams across a touring schedule
* Collaboration with other NTS departments, including Creative Engagement Education and Outreach productions and Development department Fundraising Gala events.

**Main duties and responsibilities as Assistant Head of Lighting**

* Budgeting and preparation of touring equipment
* Use of asset management systems and the management of multiple shows
* Management of loans of NTS equipment to sector colleagues
* Experience of producing health and safety paperwork to support the lighting department
* Supporting development of freelancers
* Support for NTS green book standards
* Development of lighting department green policy

**Main duties and responsibilities as a member of NTS technical department**

* General maintenance of rehearsal rooms and lighting equipment
* Support for colleagues with events, photoshoots, etc
* Support for rehearsal rooms and for sector colleagues using Rockvilla

**Training Opportunities:**

The postholder is encouraged to pursue any training that they feel would be beneficial to supporting their career in theatre lighting.

As part of NTS the role-holder is eligible for training in the areas below:

* Anti-oppression/Anti-Racism training
* Carbon Literacy Training
* Theatre Green book training
* Health and Safety i.e. IOSH, First Aid, mental health first aid
* Cognitive and Neurodiversity Training
* Line Manager training including HR, bullying and harassment, discrimination, and victimisation in the workplace
* IPAF/PASMA
* Other training as the job requires

**Key Tasks and Job Activities**

* Assist in liaising with the Technical Director and Production Manager about issues regarding lighting on all National Theatre of Scotland (Company) projects.
* Assist in liaising with Lighting Designers and ensuring the effective implementation of their design.
* Assist Lighting Supervisors and Production Electricians on touring shows
* Assist in planning of lighting for all productions and events
* Assist in managing lighting budgets for productions
* Ensure upkeep of equipment and manage maintenance and testing regimes
* Support freelance staff with training and development
* Take an active role in the development and implementation of the National Theatre of Scotland’s Green Plan.
* To carry out other duties as requested by the Technical Director and Head of Lighting.

**Person Specification**

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| --- | --- | --- |
| **Skills and Experience** | **Essential** | **Desirable** |
| Experience of production processes and working practices in theatre or similar performance arts environment | √ |  |
| Experience in practices of lighting systems, rigging and operating | √ |  |
| Knowledge of current H & S legislation  |  | √ |
| Computer literate with some experience of drawing software e.g. vectorworks, CAD etc |  | √ |
| Proven ability to work independently with minimal supervision | √ |  |
| Engage and negotiate with stakeholders (including suppliers and partners) and colleagues at all levels  | √ |  |
| Knowledge of the Theatre Green Book and sustainable working practices |  | √ |
| Identifying as from any of the Company’s priority underrepresented groups including people of colour/people from the global majority, deaf or hared of hearing people, disabled people, Gaelic speakers, BSL users, neurodiverse people |  | √ |

## Organisational Requirements

* Work towards the achievement of National Theatre of Scotland’s organisational goals
* Be willing and able to attend meetings and other events out with normal working hours as required and to travel away from home as necessary
* Take part in National Theatre of Scotland organisational projects as required.
* Comply with National Theatre of Scotland’s Health and Safety Policy and statutory regulations
* Use ICT applications to service the post’s administrative needs

**Terms and Conditions of Employment**

**Responsible to:** Head of Lighting

**Salary:**  £28,000 per annum

**Contract term:** Fixed-Term 2 Years

**Holiday Entitlement:** 34 days per annum (inclusive of Public Holidays)

 plus 1 Well-Being Day per quarter

**Probationary period:** 6 months

**Notice Period:**  1 months

**Pension:**   The Company makes an 8% contribution into the company’s group

 personal pension plan on condition that the employee makes

 a minimum contribution of 4%.

**Place of Work:** The post will be based in National Theatre of Scotland’s office at 125

 Craighall Road, Glasgow and elsewhere as required

**Hours of work:** 35 hours with Office hours are 10am – 6pm, Monday to Friday plus

 evening and weekend work when required

**Additional Hours:** To be agreed in advance including attendance at National

 Theatre of Scotland’s performances, events and meetings out

 with normal office hours.