

## Assistant Electrician – Job Description

[www.shaftesburytheatre.com](http://www.shaftesburytheatre.com)

<b>Job Title</b>	Assistant Electrician
<b>Department(s)</b>	Electrics
<b>Reporting to</b>	Head of Electrics
<b>Key working relationships</b>	Stage Electrics External contractors/Production
<b>How to Apply</b> <i>We welcome applications in alternative formats if this is more accessible for you. Please contact us to discuss your needs.</i>	You <b>must</b> upload the below in <b>one</b> document. Voice recordings can be sent to the contact email. a) CV b) Cover letter (max. 800 words) OR a voice recording (max. 3 minutes), responding to the following questions: 1. What skills and experience can you bring to be successful in the role? 2. How do you meet the personal specification?
<b>Rate of Pay</b>	£43,160pa 40 hours pw, plus overtime where applicable
<b>Contract Type</b>	Full-time, 40 hours a week over five days: day, evening and weekend shifts. Overtime as operationally required.
<b>What we offer</b>	<ul style="list-style-type: none"> <li>• 20 days paid annual leave plus bank holidays</li> <li>• Off-site and cross-department training opportunities</li> <li>• Employee Assistance Programme – confidential wellbeing and mental health support</li> <li>• Auto-enrolment pension contributions &amp; salary sacrifice scheme</li> <li>• Health insurance*</li> <li>• Birthday Day**</li> </ul> <p><i>*After successful probation</i>  <i>**After 2 years service</i></p>
<b>Application Deadline</b> <b>Interview Window</b> <b>Start Date</b> <b>Probation</b>	Monday 13 <sup>th</sup> April 20 <sup>th</sup> –21 <sup>st</sup> April TBD 6 months
<b>Contact</b>	Indy Alabi (Operations & HR Coordinator) <a href="mailto:ialabi@shaftesburytheatre.com">ialabi@shaftesburytheatre.com</a>

### **Purpose**

To assist the Head of Electrics and their deputy in the smooth running of the electrics department. The role supports with both the building electrics and the show. This includes get ins/outs, weekly safety checks, show duties, Sunday calls and events, and electrical building maintenance.

The Electrics department has a critical role in representing the Company to both producers and those who hire the Theatre for other functions. It is often the first practical contact that these individuals and companies have with the Theatre and thus the Electrics team has an important role in representing the Theatre. In addition, it is charged with ensuring that the electrical installation and safety of the Theatre is of the highest standard.

## **Job Description**

### **Production**

- Provide an efficient and welcoming service to the artists, producers and managements visiting and working with the Theatre.
- Work in close liaison with the Head of Electrics in delivering the requirements of each production or event hire and their respective producers, providing informed and accurate information at all times.
- Assist with and learn daily show LX and video checks.
- Assist with production get ins/outs
- Assist with Sunday outside hires when required.
- Operation of lighting and video on performances as required.
- Attend as duty electrician cover during the day and performance hours.

### **Building & Maintenance**

- To assist in devising, reviewing and operating the Electrics department's operational procedures to ensure that they are efficient and effective at all times.
- Ensure that the requirements of health and safety legislation and company policy, fire risk assessments and licensing regulations are adhered to at all times.
- Adhere to and help maintain appropriate documentation, risk assessments and records of maintenance.
- Assist in managing and maintaining all electrical and electronic equipment within the building to ensure the efficient and safe operation. Ensure adherence to operational procedures, effective routine maintenance, cleaning and implementation of any agreed programme of replacement, including the arrangement of independent inspection and certification.
- Assist in maintaining adequate stocks of all electrical and electronic hardware and supplies for the building.
- Support regular inspections of the building, liaising with relevant departments and management
- Working closely with the Head of Electrics on any special projects
- Monitor and liaise with external contractors, supervising when required, and ensure safe working practices are adhered to at all times.

### **Team Management**

- Promote a positive approach to Health & Safety and safe working practices at all times, practice the highest level of health and safety management, and ensuring the whole team are working to those standards

- Ensure that only qualified, trained and experienced personnel are allowed to operate electrical equipment within the venue and that they adhere to the company Health & Safety Policy and appropriate Risk Assessments and Method Statements.
- Support the Head of Electrics in running the Electrics Department staff team including the training and support of the production specific staff

### Administration and Finance

- Contribute to the department's awareness of technical developments and their suitability to the Theatre through product information, attending trade shows etc.
- Assist in maintaining accurate financial records and controls to the satisfaction of the Finance Director. This shall include, but not be limited to, purchase order systems and timesheets.

### Other Duties

- Advocate for the Shaftesbury Theatre, its aims and activities
- Be familiar with and abide by all Shaftesbury Theatre Policies including, but not limited to, our Equal Opportunities Policy, Sexual Harassment and Health and Safety Policy
- Undertake any other duties as appropriate to the post, as requested by the Senior Management team

### Personal Specification

	Essential	Desirable
<b>Experience and Knowledge</b>		
Professional theatre experience in lighting and building electrics	X	
Experience in maintaining and repairing lighting fixtures	X	
Understanding of theatre health and safety procedures	X	
Experience of working at height	X	
Experience of electrical maintenance and installation	X	
A relevant electrical installation qualification		X
Knowledge or qualifications in rigging and/or manual handling		X
Professional theatre experience of sound and/or video		X
Health and Safety Qualification		X
Knowledge of PAT testing and maintenance of equipment		X
Knowledge of Networks systems within productions for example OSC, Midi, SMPTE		X
First Aid Qualification		X
<b>Skills</b>		
Good communication skills	X	
A proactive, confident, and calm approach to problem solving	X	
Reasonable manual handling skills	X	

Ability to work under pressure and keep calm	X	
<b>Personal Attributes</b>		
Able to work well in a team	X	
Willingness to work unsociable hours, with varied schedules including some overtime and long days	X	
A flexible approach with the ability to adapt to changing circumstances	X	
Passion & enthusiasm for theatre	X	

### **We are Disability Confident Employer**

If you're unsure whether you meet all the criteria, we still encourage you to apply. We value potential and enthusiasm, and we're happy to support you as you learn on the job.

If you have access requirements or need adjustments for any part of the application process, please let us know – we're happy to help.

We are committed to building a diverse and inclusive workplace. We actively encourage applications from people of all backgrounds, especially those currently underrepresented in the arts sector, including Black, Asian and global majority communities, disabled people, and those from working-class backgrounds.