

JOB DESCRIPTION

Head of Electrics

Reports to: Technical Director
Direct Reports: Senior Technicians – Sound/Lighting, Technicians – Sound/Lighting

Capital Theatres is Scotland's largest theatre charity. Our three distinctive venues in Edinburgh - Festival Theatre, King's Theatre and Studio Theatre - offer over 700 extraordinary performances each year. From drama to dance, to musicals and family shows, live music and pantomime, we entertain and inspire audiences of all ages. We want everyone to have access to the arts in a way that works for them, whether that's on our stages or out in the community. We are committed to nurturing everyone's creative journey, supporting emerging talent and contributing to the future of the theatre sector.

Purpose of the role

Key to Capital Theatres' future success, this senior management post will play a key role in leading the Lighting and Sound (LX) Department and ensuring the smooth, efficient and safe provision of technical resources to visiting companies, internal departments, clients and stakeholders. The role supports the delivery of Capital Theatres' vision, mission and values:

Our Vision

To share extraordinary live experiences with everyone, again and again

Our Mission

We build a sense of belonging across our three theatres in Edinburgh, enriching the lives of those around us through the strength of our creative programmes and partnerships

Our Values

We care	We take a people-centred approach We go above and beyond so everyone feels welcome We are thoughtful, respectful and sincere
We share	We are collaborative, transparent and inclusive We truly listen and respond We are committed to widening access
We dare	We rise to any and every challenge We are ambitious in outlook We are courageous
Together we deliver	We have a 'can do' attitude and take pride in our professionalism When we collaborate, there is unmistakable energy We are trusted to deliver a quality experience every time

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Implicit is an absolute commitment to equality, inclusion and diversity, representative of the audiences, visitors and communities we serve in the City of Edinburgh and beyond. All employees are internal and external advocates of the organisation and expected to always uphold our values.

Main duties and responsibilities

These main duties and responsibilities are indicative and not exhaustive. Other duties may be necessary to fulfil the purpose of the post. This job description may be periodically reviewed and revised by the CEO and the Board in consultation with the post holder.

Role Overview

This role is part of the Capital Theatres senior management team and as such, engages in the broader organisational management of the business. Functionally, the Head of Electrics supports the Technical Director in delivering high quality technical services for productions, events and presentations at the King's Theatre, Festival Theatre, The Studio and other venues as required. Working closely with Senior Technicians, the wider Lighting and Sound team and other technical departments, the postholder is responsible for the day-to-day management of the Lighting and Sound Department, including staff scheduling, liaison with visiting productions, Health & Safety oversight, and the provision of practical, solutions focused technical support.

The role also leads on identifying, planning and delivering maintenance, inspections, infrastructure improvements and technical development projects across lighting, sound and associated systems. Although currently based at the Festival Theatre, the postholder is responsible for Lighting, Sound, AV and associated activity across all Capital Theatres venues and events

Key Responsibilities

General Duties

- Be an active partner in the broader senior management team across CT.
- Collaborate with the Technical Director, other technical department HODs and all members of the technical teams, to plan and resource upcoming productions and events.
- Manage the day to day running of the Electrics team across all venues, including production planning, scheduling, labour utilisation and budgetary control.
- Lead show fit-ups, resets, running and operations, delegating tasks appropriately.
- Respond to evolving requirements from producers, visiting companies and event organisers, offering practical solutions while maintaining Capital Theatres' standards.
- Promote high professional standards and lead by example.
- Represent the organisation professionally on stage, ensuring compliance with policies, legislation and licences.
- Support safety, emergency and evacuation procedures.
- Maintain technical areas and ensure equipment is safe, compliant and operational.
- Undertake any other reasonable duties required to fulfil the purpose of the role.

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Production Support

- Supervise and participate in get-ins and get-outs, ensuring compliance with UKT/BECTU Code of Practice and Health and Safety legislation.
- Lead or assist where required in show fit-ups, resets, and operations.
- Coordinate with other departments and ensure safe closure of equipment post-show.

Maintenance and Development

- Liaise with the Technical Director to identify and implement the company's planned maintenance and improvement objectives, keeping pace with the changing expectations and requirements of visiting companies and productions
- Work closely with the Head of Stage to plan and allocate resources to maintenance, improvement and health and safety duties across the technical department in a fair and efficient manner
- Guide the team and ensure equipment remains in good working condition.
- To promote the training and development of staff within their team and encourage multiskilling.

Event Support

- Identify and provide technical support for commercial, engagement, and promotional events.
- To liaise with other departments within the Trust, as and when necessary, to provide technical support for other company activities.

Staffing and Development

- Lead in roster planning and oversee preparation of timesheets for full-time and casual staff.
- Mentor team members and share technical knowledge.
- Identify training needs and coordinate development opportunities within the department.
- Maintain a collaborative working environment at all times.

Health and Safety

- Responsible for ensuring that all work is carried out in accordance with Health and Safety regulations and relevant RAMS
- Maintain and manage the compliance of Capital Theatre's Health and Safety practices and record keeping.
- Liaise with visiting companies to ensure they meet legislative requirements and comply with Capital Theatres policies and procedures.
- Maintain and repair and inspect in-house systems to ensure compliance.
- Lead on ensuring Risk Assessments and Method Statements are in place and regularly reviewed.

Other Responsibilities

- Deputise for the Technical Director when required.
- Operate live sound or lighting systems to a high professional standard.
- Support the provision of access equipment and systems to facilitate Capital Theatre's commitment to providing industry leading access for all to our venues.
- Arrange equipment hire as needed.

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Person specification

Essential Experience	Desirable Experience
• Minimum five years' professional experience working in a main touring house and/or touring company. • Minimum three years' experience leading a team in a main touring house and/or touring company • Experience working across a wide range of theatre productions and scales. • Thorough knowledge of theatrical lighting, sound, AV and rigging systems. • Demonstrable understanding of health and safety legislation and risk assessment within a theatre environment.	• Experience scheduling staff across multiple venues or productions. • Experience building positive relationships with external companies, individuals and stakeholders. • Knowledge of various networking protocols and networking lighting systems. • Experience with CAD or technical drawing software such as Vectorworks. • Experience preparing tender documents, specifications and procurement processes • Experience working with education, community or participation programmes.
Essential Skills and Abilities	
• Up to date knowledge and experience of technical requirements and stage craft employed in theatre, including the use of new and developing technology including digital and networking systems and protocols. • Strong communication skills, with the ability to establish professional and personal credibility across the company and with visiting companies. • Excellent interpersonal skills and the ability to work well under pressure and produce positive outcome. • The ability to motivate and encourage staff, and to facilitate a positive and supportive team culture. • A proactive, solutions-focused approach to problem-solving. • Experience managing budgets, purchasing, stock and technical resources. • Display knowledge and experience of working with electricity. • Experience and competent working at height	
Knowledge, Attitude and Behaviours	
• The ability to work flexibly across all technical theatre disciplines • Strong commitment to quality, creativity and innovation in technical theatre. • Understanding of good customer service and collaborative engagement with patrons and stakeholders.	

JOB DESCRIPTION

- Experience and enthusiasm for training and educational, sharing skills and experience with colleagues, visiting technicians, external partners and education establishments.

TITLE

Main Terms and Conditions of Employment

	Category	Term
1	Tenure	Full Time
2	Reporting to	Technical Director
3	Salary	£52,583
4	Hours	44 per week (average) plus Get Outs. No overtime is payable but time off in lieu for excess working hours may be agreed with the line manager as appropriate. Other payments as detailed in the Technical Staff Agreement. Evening and weekend hours are required.
5	Annual Leave	35 days per annum (inclusive of all statutory Scottish bank holidays), rising to 40 days after 10 years' service Holiday year runs from 1 April – 31 March
6	Notice Period	3 months
7	Pension	The Company operates an auto-enrolment pension scheme with 8% employer contribution and 4% employee contribution. Option to increase through additional voluntary contributions
8	Place of Work	Capital Theatres venues, Edinburgh
9	Additional Benefits	The Theatres offer a number of discretionary benefits including:- • Life assurance cover of 3x salary • Free and/or discounted tickets for performances (subject to availability) and Complimentary Friends Membership • 20% discount in the Festival Theatre and King's Theatre Cafés
All other terms and conditions of employment are as detailed in the Staff Handbook		