

JOB DESCRIPTION

Job Title: DEPUTY CHIEF ELECTRICIAN

Responsible to: Chief Electrician

Responsible for: Technicians, Casual Production Staff

Purpose of role: The Deputy Chief Electrician (DCE) works as a member of the Production team and part of the Lighting & Sound Department in order to ensure that all aspects of the BOV programme are serviced to the highest possible standards.

Main Duties and Responsibilities

Productions

- To prepare lighting and sound equipment for use in performances in accordance with the requirements of the lighting/sound designer and director within both the budget allocated and Health & Safety regulations
- To rig and focus all electrical, sound and other Audio Visual equipment as required by each individual production or project in conjunction with other members of the electrics team, and assisted by casual staff as appropriate
- To be available for production meetings, rehearsals, get-ins and get-outs and performances as required
- To operate sound and lighting for technical rehearsals, dress rehearsals and shows in rotation with other members of the team, as scheduled by the Chief Electrician. This will include programming lighting desks and sound balancing and plotting on analogue and digital sound desks.
- The construction and/or supervision of all electrical props and 'practicals'
- To work as stage electrician when required.
- To work with the Chief Electrician on staffing and scheduling

Staffing

- To act as Head of Department in the absence of the Chief Electrician
- To assist and co-operate with the other members of the production team
- Together with the rest of the production team, promote exemplary working practices.

Health & Safety and Maintenance

- To maintain all equipment that is covered by the electrics department together with the Chief Electrician.
- To maintain safe and efficient working practices by working within Health & Safety regulations for the industry
- Together with the Chief Electrician, undertake PAT testing of all equipment to include accurate record-keeping.

Bristol Old Vic

Supervisory Responsibilities

- To supervise Lighting and Sound staff and those employed on a casual/freelance basis.

General:

The following responsibilities are shared by all staff members of Bristol Old Vic:

- To work for the benefit of the whole organisation
- To comply with all BOV policies including Equal Opportunities, Health & safety and other policies included in the Staff Handbook
- To attend regular staff meetings and other departmental meetings that may be arranged
- To keep up to date with the activities of the organisation
- To carry out administrative tasks that arise from the job
- Undertake additional duties as may reasonably be required

Please note that the postholder will be required to:

- Work throughout the Theatre Royal complex and at other venues as required. Excepting emergencies, reasonable notice will be given of work outside the BS postcode area.
- Work as required on Sundays and Bank Holidays, and late/unsocial hours.
- Work unsupervised from time to time.
- Attend relevant training courses.
- Drive the company's vehicles when required, subject to licence and insurance considerations.

This job description is a guide to the nature of the work required of the JOB TITLE. It is not wholly comprehensive or restrictive and may be reviewed with the postholder and line manager as required. Bristol Old Vic is an evolving organisation and the postholder will need to respond flexibly to the demands and changes as they arise.

REVIEW ARRANGEMENTS

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. This information may be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

PERSON SPECIFICATION

Essential	Desirable
<ul style="list-style-type: none">• Significant demonstrable experience of theatre electrics, with skills to a high standard.• Direct experience of lighting, sound and AV rigging and operation.• Working knowledge of digital sound desks and digital playback technology such as SFX• Cue Lab and ETC Series programming (GIO).• Health & Safety awareness/training.• Good communication skills.• Highly organised.• Ability to remain calm whilst working under pressure.• Availability to work evenings and weekends.• Ability to be flexible and work as part of a team• Able to work at heights	<ul style="list-style-type: none">• Experience of Moving Lights.• Working knowledge of CAD.• IT literacy.• Formal Electrical Qualification• Full, clean driving licence• Van driving experience• Administration Skills

TERMS & CONDITIONS

Term	This is a permanent post
Hours	41 hours per week plus overtime
Salary	Starting at £19,000 per annum – rising to £20,000 on successful completion of probationary period.
Probation Period	Three months during which the notice period is one week on each side
Notice period	Following the end of the probationary period, 1 month (4 weeks) on each side
Holidays	5.6 weeks (28 days) per annum (including bank holidays) rising to 6.6 weeks (33 days) after five years of service.
Pension	Eligible employees will be automatically enrolled in the <i>National Employment Savings Trust</i> (NEST) in accordance with the company's obligations under the Pensions Act 2008
CLOSING DATE	Friday 28 August 2015 at 12 noon. There can be no exceptions.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two references which are satisfactory to Bristol Old Vic. References produced by candidates will not be accepted.
- Proof of qualifications, if applicable.
- Verification of identity and Right to Work in the UK – to be checked at interview stage.