

Head of Electrics (Prince of Wales Theatre) | JOB DESCRIPTION

About Delfont Mackintosh Theatres

Founded over 30 years ago, Sir Cameron Mackintosh's Delfont Mackintosh Theatres Ltd owns and operates eight of the most prestigious theatres in London's West End: the Gielgud, Noël Coward, Novello, Sondheim, Prince Edward, Prince of Wales, Victoria Palace and Wyndham's.

Our goal is to offer audiences and artists an unparalleled theatrical experience and, through the refurbishment and conservation of our theatres, to provide an outstanding legacy for generations of theatregoers to come. To achieve this we: partner with world-class theatrical producers to showcase outstanding plays and musicals; engage, train, develop, empower and invest in the best staff; provide exceptional service and best value to audiences, producers and artists; refurbish, innovate, conserve and maintain our theatres to the highest possible standards; and have reputation, entertainment, service and commerciality at the forefront of everything that we do.

Employing more than 700 people, our ethos is as a group of unique musical- and play-houses with a shared culture and approach. We are determined to: create an environment in which we are all able to flourish and thrive; foster an ethos of inclusivity where everyone feels respected, valued and supported; promote a culture of wellbeing to improve mental health, resilience and productivity; and treat everyone equally so that every individual, whatever their background, may reach their full potential and contribute meaningfully to DMT's success.

About the role

An exceptional person is sought to take on the role of Head of Electrics. They will deliver exceptional services, reporting to Theatre Management and the Technical Director.

The Head of Electrics shall be responsible for the delivery of first class technical services, from themselves and their team. The Head of Electrics is accountable for the development of their team, will ensure that staff perform to the highest standards at all times. They will have a good understanding and knowledge of the SOLT/BECTU Agreement including the recent variations.

The Head of Electrics will prioritize the management of The HUB and Health and Safety portal, and will be flexible, able to perform any other duties as reasonably requested by management. The initial place of work will be the Prince of Wales Theatre although the Company may require the Head of Electrics to work, either on a temporary or indefinite basis, at any of the Delfont Mackintosh Theatres.

Main Duties

Building:

- Responsible for maintaining all electrical elements within the building, including: power, ventilation, security cameras, office equipment, phone system, fire alarm, lighting.
- Liaising with external contractors regarding any faults discovered by the House and production teams, and arranging for such faults to be repaired by a relevant contractor.

- Monitoring the budget for the electrics department; obtaining quotes and prioritising work.
- In conjunction with Theatre Management the Head of Electrics is responsible for ordering the materials and services required in accordance with the Company's approved procedures.
- To ensure that PAT Testing is carried out on a regular, agreed basis as per the DMT PAT Testing Policy.
- In conjunction with Theatre Management the Head of Electrics is responsible for the prevention of Legionella, in accordance with the Company's Water Hygiene Manual.
- Accurately record reactive maintenance jobs on CAFM, and ensure reactive and PPM work orders are effectively completed. Also to arrange training for new staff on how to use the system.
- To monitor compliance and maintain accurate records of certificates on the DMT Health and Safety Portal. Also, to review and implement any recommendations following inspections.
- To carry out building checks and assist with contractor access as required, ensuring the Theatre is maintained to the highest standard.
- Facilitating access and managing contractors on site for contracted works/maintenance to building services including; Mechanical, Electrical & Plumbing services, and general building lighting systems.

Production Hires:

- Responsibility, in relation to the stage electrical systems and areas, for the safe and efficient get-in, fit-up and get-out of all productions.
- Responsibility for the operation and maintenance of all stage in house and show equipment, as required by the production.
- When required will programme the lighting boards and carry out show cues as Board Operator during performances.
- Maintaining the look, standards and technical requirements of the show, in conjunction with the producer's representatives.
- Attend production meetings and assist with technical site visits as needed.
- To assist in facilitating the production's schedules and estimate crew costings.
- To provide technical assistance and support for outside hires and for in-house special events. To organise staffing and provide costs for external hires in the most cost effective way, and liaise with management regarding client requirements and facilitate all meetings concerning any hire.
- To lead by example and deliver the highest standards of customer service at all times.

Staff:

- To recruit, train, appraise and manage the team's performance in line with DMT practices. To ensure that business and departmental objectives are achieved throughout the team.
- To ensure that staff are kept fully up to date with technical procedures and working practices through a structured training programme. To work with the Theatre Management in ensuring this programme is maintained and periodically reviewed.
- To manage The HUB and attend training courses as required in order to maintain or acquire new skills for further self-development, and the development of your team.
- Co-ordinate team time sheets and rotas and prepare timesheets for payroll within the timescale set by management as required. Ensure the adequate scheduling of show crew to service the stage lighting and audio operational needs of the theatre in line with agreed parameters.
- Co-ordinate staffing for holiday cover and days off effectively to minimise overtime costs to the producer and DMT.
- To facilitate work experience and apprenticeships.

Health and Safety:

- To manage the DMT Health and Safety portal.
- To adhere to all Health and Safety procedures and Council Licensing guidelines, and to comply with DMT's Health and Safety policy as required by law and to minimise the risk of injury and accidents.
- To ensure that Risk Assessments and Method Statements are carried out, reviewed on a regular and agreed basis, and that these are followed.
- To ensure compliance and all COSHH is up to date, and to keep informed of all the latest health and safety training.
- To carry out show change and other site inductions and deliver tool box talks to visiting contractors and production staff, as required.

Person Specification

Essential:

- Significant experience as a Senior Venue Technician.
- Experience with production lighting, show turn overs, lighting desks, projection and video.
- Detailed knowledge of electrical building duties and building maintenance.
- Strong leadership ability which has developed highly successful and motivated teams of technicians and performance staff.
- Proven experience in managing staff (including creation of rotas, monitoring costs and providing training).

- Knowledge of the terms of the SOLT/BECTU Agreement and their impact on staffing and scheduling requirements.
- Production specific Health and Safety knowledge.
- Flexible approach to work, proactive and self-motivated.
- Proven ability to problem solve and deal quickly and effectively with unexpected situations (such as malfunctions and unexpected shut downs).

Desirable:

- Work at height training
- Fire Safety and Security knowledge
- Experience in working on building projects desirable (refurbishment/capital projects).

Principal Terms and Conditions

Salary: £37,116.30 p.a. plus overtime

Hours: 40 hours per week

Contract type: Permanent

Department: Electrics Department- Prince of Wales Theatre

Reports to: General Manager

Responsible for: Deputy Head of Electrics
Electrics Technician
Performance Staff

Full terms and conditions of employment will be confirmed to the successful candidate.

Application Details

Closing date: 6th of July

Application method: CV/ application form

How to apply: Complete our online application form <https://www.delfontmackintosh.co.uk/about-us/recruitment> and please ensure you also complete our equal opportunities form

Interview dates: Week commencing 11 July

Delfont Mackintosh Theatres is an equal opportunities employer and our recruitment process is open to all. We are determined to foster a culture of inclusivity and respect where everyone feels valued and supported.