



## Deputy Head of Electrics and Facilities - The Lyceum Theatre

### About us

ATG Entertainment is proud to stand at the forefront of the live entertainment industry.

Our expertise and capabilities enable producers and other creatives to bring their visions to life and create unforgettable performances for audiences, presented in our landmark venues and delivered with exceptional hospitality. It is the passion of our teams, that cover every discipline across the live entertainment industry, that underpins our continuing strategic growth and success.

**We own, operate or programme some of the world's most iconic venues;** ATG Entertainment manages 64 venues across Britain, the US and Germany.

**We are the world leader in theatre ticketing;** We process more than 18 million tickets every year for hit musicals, acclaimed plays, concerts, comedy shows and a variety of other live events across the UK, US, and Germany.

**We present the world's best live entertainment in our venues;** working alongside the world's leading producers and creative artists, our venues present an extraordinarily diverse range of top-quality entertainment.

**We produce award-winning shows;** our in-house production team, ATG Productions, are dedicated to producing critically acclaimed, commercially successful and creatively ambitious work for the West End, Broadway, Continental Europe and beyond.

People are at the heart of our success. We are passionate about bringing great live experiences to the widest possible audience; about giving the world's best creative talent the stage it deserves; and about providing our people and partners with opportunities to realise their full potential.

### Our values

In everything we do, we strive to be Ambitious, Collaborative, Passionate and Smart.

- We are **ambitious** and seek to exceed people's expectations.
- We are **collaborative** and help each other to reach our goals.
- We are **passionate** about our work, our business, and our industry.
- We are **smart** in our quest for simple, efficient, and innovative solutions.

### Corporate Social Responsibility: our priorities

- Next Generations: introducing tomorrow's audiences to the pleasures of live entertainment, recruiting, and nurturing the next generation of industry talent.
- Inclusion: improving and promoting diversity, inclusion, and well-being in the workplace.
- Sustainability: helping reduce our impact on the environment by making our business more sustainable.

### A Stage for Everyone - Our Inclusion, Diversity, Equity and Access Mission Statement

Our stages are a platform for compelling stories – stories that are for all, by all, and of all. We shine our spotlight on our differences and believe that understanding and celebrating these differences makes us better global citizens. We are passionate about the pursuit of true diversity and equality. We strive to make our venues beacons of these ideals in our communities. Onstage and off, we hold ourselves accountable for nurturing an inclusive culture, one in which everyone can bring their authentic selves. At ATG entertainment, we provide a stage for everyone.

We recognise that we do not have all the answers; but we strive to listen, to learn and to change in order to ensure ATG Entertainment becomes a truly inclusive organisation. We therefore welcome and encourage applications from individuals from the widest possible range of backgrounds and particularly welcome applications from those currently underrepresented in our workforce.

We are a Disability Confident Committed Employer, which means that we are taking action to ensure that people with disabilities and long-term health conditions feel supported, engaged, and able to fulfil their potential in the workplace. We will offer an interview or recruitment event to disabled candidates who tell us they wish to participate in the scheme and who demonstrate in their application that they best meet the essential criteria for the role. Where we receive more applications than we are reasonably able to interview for any given role, we will retain applications for the next available interview opportunity wherever possible.

If you'd like to discuss accessibility prior to applying, please email [recruitment@atgentertainment.com](mailto:recruitment@atgentertainment.com) for a confidential discussion.

## The Deputy Head of Electrics & Facilities Role

### Reports to: Head of Electrics and Facilities

### Reports: Electrical Technician

**Hours: 40 per week (Includes evenings and weekends). Occasional overtime may be required where SOLT/BECTU premium rates apply.**

The Deputy Head of Electrics & Facilities will assist the Heads of Department and Technical & Buildings Manager on all day-to-day aspects of electrical infrastructure & facilities infrastructure within the theatre relating to both the production and the building. Working closely with the Technical & Buildings Manager, you will ensure there is an efficient, cost effective and robust maintenance plan in place, meeting all operational and compliance needs from an electrical & facilities perspective.

You will liaise with and manage contractors on a daily basis, as well as the production's electrical department, working closely with the resident production to ensure smooth day to day running of the venue.

You will be a clear communicator, working closely with the Head of LX and Facilities to develop an effective working relationship with the central operations team, contractors, and suppliers.

This role will involve regular evening and weekend working. The position is a full-time permanent post, subject to a 6-month probation period.

## Key responsibilities

### Technical

- Carry out your duties in line with all relevant risk assessments and method statements relating to the venue and production
- Support with the maintenance and upkeep of the electrical, AV systems and building infrastructure including but not limited to fixed wiring, HVAC, fire prevention systems, dimmers and house lights
- As and when required, work across ATGs West End estate, assisting with the get ins, fit ups and get outs of productions, alongside supporting with the maintenance of the buildings
- Assist the Head of Electrics and Facilities with all electrical matters relating to the venue.
- In addition to resident productions, assist on all one-off hires and events from an electrical perspective, ensuring the theatres lighting, sound and AV infrastructure is robust and cost efficient for hirers and promoters
- Ensure that all visiting/resident company members behave in a manner that is safe and adheres to all Company policies and procedures
- Support on specific areas of the annual health and safety audit and fire risk assessment
- Support in the implementation and development of a planned preventative maintenance programme, ensuring the building is presented to the highest possible standard.

- Assist on the implementation and maintenance of our Contractor Management Policy, ensuring all contractors and visitors behave in a safe manner while working on site

## **Compliance and Maintenance**

- Working with the HODs and Technical & Buildings Manager, implement a comprehensive maintenance plan for the building, ensuring the building is always compliant and presented to the highest possible standard
- Manage visiting contractors, following the Contractor Management Policy, to ensure all visitors operate in a safety conscious manner, reporting all issues as necessary
- Ensure the back of house and front of house areas are always well maintained and presented
- Confidently use the Meridian building compliance software to ensure that all legislative and compliance-based inspections are carried out on time and all associated actions are complete in the stated time frame
- Support the Technical & Buildings Manager, HODs and General Manager in the delivery of repairs / capital investment projects to the building

## **Health and Safety**

- Working with the Technical & Buildings Manager, HODs and Theatre Management team, ensure all operations relating to the technical department meet with current legislation, industry best practice and ATG Entertainment policies and procedures.
- Ensure that all relevant processes are completed to an agreed standard and documented
- Generate and review risk assessments relating to all technical activity as and when required, including visiting productions and company within the building, liaising with the Central Operations Team where support is required
- Ensure the Contractor Management Policy is followed by all third-party visitors
- Actively contribute to the annual health and safety audit and fire risk assessment ensuring all relevant actions are implemented within the assigned timeframe

## **Staff Development, Training and Relationships**

- Ensure training is kept up to date and keep up to date with relevant industry training, highlighting new opportunities as and when they arise
- Attend all necessary compliance and safety training relating to your role as well as all technical training
- Actively lead on your own personal development, seeking out opportunities both internally and externally to ensure you remain abreast of industry developments
- As and when the business requires, support other ATG Entertainment theatres across the West End estate
- Support the theatres Corporate Social Responsibility policy, actively participating in community-based initiatives and Creative Learning & Community Partnership agenda
- Undertake any such duties as required by the Theatre Management team
- Act as the duty technician or duty fire officer for no fewer than four performances a week

## Other Duties

- As and when the business requires, support other ATG theatres across the West End estate
- Support the theatres Corporate Social Responsibility policy, actively participating in community-based initiatives and Creative Learning & Community Partnership agenda
- Undertake any such duties as required by the theatre management team

## Everyone's responsibility

Everyone at ATG Entertainment is expected to play their part in achieving our goals and upholding our core values, by:

- Committing to creating and upholding a positive, inclusive culture that nurtures potential and supports well-being.
- Playing your part in reducing our environmental impact and finding more sustainable ways of working.
- Encouraging the next generation in live entertainment by contributing to our outreach and training programmes, including mentoring students and trainees, and supporting our Creative Learning and Community Partnerships work.
- Having a positive attitude to health and safety, legal and insurance requirements and take care to understand our policies and procedures. You'll help us uphold a positive culture around meeting our obligations.

We are all expected to participate actively in the life of the company, and opportunities will arise for you to collaborate with others across the business. Everyone at ATG Entertainment is expected to be flexible and adapt as the needs of the business change, taking on new or different responsibilities as the need arises.

## Your skills, qualities, and experience.

We welcome transferable skills from other industries. If you can demonstrate many of the essential skills, qualities and experience we encourage you to apply. We can provide training where necessary.

### Essential

- Experience in a technical theatre setting with a focus on electrics and AV/experience in the electrical trade.
- Knowledge of health and safety regulations, including experience of LOLER & Working at Height

### Desirable

- IOSH certificate
- Experience in get ins, fit ups and get outs
- Relevant electrical qualifications
- First Aid at Work / AED training