



## About the RNZB

Founded in 1953, the Royal New Zealand Ballet is New Zealand's national ballet company. The RNZB is based in Wellington and tours throughout New Zealand and internationally, presenting at least 70 performances a year. The company's annual subscription season takes classical and contemporary ballets to theatres in nine main centres, while Tutus on Tour takes small-scale works to more than a dozen regional centres.

The company's repertoire includes 19<sup>th</sup> and 20<sup>th</sup> century classics as well as many commissioned works, including those by New Zealand choreographers and telling New Zealand stories. RNZB Education presents a lively and inclusive programme of community and education activities throughout New Zealand.

The RNZB is funded through the Ministry for Culture and Heritage, Manatū Taonga, and through ticket sales, sponsorship, grants and personal donations. For more information please follow this link: [RNZB-Strategic-Plan-2020-2024.pdf](#)

## Job Description

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<b>Job Title:</b>	Head of Lighting
<b>Department:</b>	Production
<b>Reports to:</b>	Technical Director & Production Manager
<b>Reports:</b>	2 <sup>nd</sup> Lx - Touring
<b>Contract Type and Hours:</b>	Full Time fixed Term 11 April 2023 to 15 December 2023 Hours in Line with the CEA agreement
<b>Location:</b>	This role is based in the RNZB offices in Wellington.
<b>Travel:</b>	Ability to travel by road and air transport provided by RNZB. This role is a touring role and you will be required to tour with each production. Tours are Regional, National and international. Driving Licence is essential and required.

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### Purpose

A management role within the Technical team the Head of Lighting will lead all aspects regarding Lighting and further support Video and Sound for the productions to ensure performances & rehearsals run smoothly and are delivered to a consistently high standard in an efficient and safe manner. The Head of Lighting will ensure all show related documents are completed to a high standard and assist in maintaining a safe working environment.

### Key Accountabilities:

#### Lighting

- Create Lighting designs for small scale tours and venues as well as special events (marketing, festivals and education) as required by RNZB.
- Operate lighting for tours, venues as well as special events (marketing, festivals and education) as required by RNZB.

- Ensure that the lighting department has appropriate supplies.
- Identify and recommend technology that would be useful to the Company and that RNZB maintains its standing as an industry leader in live performance.

### **Production Preparation:**

#### **Pre - Tour**

- Prepare equipment necessary for productions and tours.
- Work with Lighting Designers, Technical Director and Production Manger prepare paperwork for Lighting, from equipment lists, cable plans, lighting plan, truck pack, cue sheets etc.
- Prepare Touring Lighting equipment.
- Load the Touring trucks.
- Document and recreate the lighting at touring venues.
- Work with the Lighting Designer Programme the lighting console for productions.

#### **On Tour:**

- Operate the Lighting console during technical rehearsals and performances
- Stage cues when not operating lighting.
- Rig, Focus and plot the lighting at each venue.
- Be part of the technical team that packs in and packs out the production at each venue.
- To look after and assist with all electrical elements of the production.
- Load and unload the trucks in line with safe working practice.
- Maintain high standards of Health and safety at all times.

#### **End Of Tour:**

- Assist in the unloading of all trucks.
- De-prep and return all equipment to either the RNZB or its Hirers.
- Log and carry out any maintenance of RNZB equipment ready for the next event or tour.
- Archive the show in a manner that would allow the show to be easily remounted by the RNZB or another company.

#### **General Duties:**

- Ensure that all materials and resources are effectively and efficiently utilised to minimise waste.
- Work with other departments in the successful delivery of each production or event.
- Ensure that discipline is maintained at all times, in line with company policies and procedures.
- Participate in the provision of safe working environments, adhering to the company Health & Safety policy at all times.

#### **Workshop & Administration**

- To Maintain all RNZB Lighting, Video & Sound equipment. Keeping RNZB at the forefront of technology and an industry leader.
- PAT test all electrical equipment as required across the Company.
- Update and maintain RNZB Show archive records for Lighting, Sound and Video. At the conclusion of each tour making sure all necessary information is documented and archived
- To assist in the construction of set and props that have electrical elements for both RNZB and external contracts.
- To maintain excellent health and safety standards
- Any other duties required.

**Essential Experience and Skills:**

- Previous experience in a similar role.
- ETC console knowledge and use preferred.
- Vectorworks or similar CAD software use essential.
- Driving Licence is essential and required.
- Good Communication Skills
- Ability to multi-task effectively.
- Work autonomously and within a team

**Education:**

Relative industry experience.