

MARLOWE THEATRE

Job Description

POST DETAILS

Organisation	The Marlowe Trust
Job title	Head of Lighting
Reports to	Technical Manager
Grade	I

JOB PURPOSE

To lead the Lighting Department and deliver an excellent technical service for the Marlowe Theatre Trust's presented and produced programmes.

To provide specialist advice and take responsibility for the Trust's Lighting, video and atmospherics systems and processes. To provide technical and production planning and support the Marlowe Theatre Trust's Main House and Studio programmes and all learning and participation/ artist development work and special events.

PRINCIPAL ACCOUNTABILITIES

- To lead the planning and delivery of technical resources for the Marlowe Theatre Trust's Lighting Department. Supporting the Marlowe Theatre's Main House, Studio and events programmes whether on or off site, where you may be assigned specific projects as a technical lead.
- To proactively lead and support the main house and studio programmes and wider event activities, ensuring they are delivered to the highest technical standards in line with current health & safety legislation and Trust policies.
- Lead on effective problem solving & providing the highest quality technical service across our programme.
- To lead the technical team's planning for lighting, video and atmospherics', feeding into resource planning, training, procurement, and installation.
- To lead on planning and implementation, as agreed by the Technical Manager of the testing and maintenance of the Trust's lighting, video and atmospherics equipment to ensure compliance with the required industry safety standards.
- To deputise for the Technical Manager in their absence as required.
- To fulfil the role of Duty Technician as scheduled by the Technical Manager.
- To stay abreast of best practice and innovation in your area of work.
- To lead and develop your team, ensuring that staff are effectively recruited, have development opportunities, and are supported, and managed so they can meet business plan targets and deliver excellent customer service.

- To ensure that you, your team, freelancers, visiting companies and contractors work in a safe and legal way to comply with the Trust's policies and procedures, regulatory and legislative requirements.
- To remain up to date with industry standards, developments, and best practice in your field and to employ this knowledge within your work, undertaking your own development and leading training.
- To drive your own career and skills development, making the most of the opportunities made available to you.
- To live and represent the Marlowe Theatre's values.

REQUIRED ATTRIBUTES	
Required Qualities	We actively seek to represent the diversity of our society Our Values SUPPORTIVE & COLLABORATIVE Working together with kindness, compassion and mutual understanding. AUTHENTIC & INCLUSIVE Diversity is our strength and we thrive through truth and connection. CREATIVE & AMBITIOUS We embrace opportunity with imagination and purpose. To live our values, our Head of Lighting should be: • A collaborative and proactive team leader. • A creative thinker and problem solver. • Organised with an eye for detail.
Knowledge	• Good knowledge of the technical requirements of live performance and production. • Excellent knowledge of theatrical lighting, video and atmospheric equipment operation and maintenance. • Good knowledge of relevant legislation and regulations, including COSHH and up to date health & safety legislation and best practice.
Skills	• Excellent technical skills in theatrical lighting, video and atmospherics for live performance. • Good technical skills across a range of other technical disciplines. • Good people management skills. • Good written and verbal communication skills. • Good IT skills.
Experience	• Excellent experience of operation and maintenance of lighting, video and atmospheric systems.

	• Excellent experience of operation and maintenance of large-scale venues and studio spaces. • Good experience of working with a range of technical equipment. • Good experience of working in live performance, including temporary events. • Good supervisory experience. • Good experience of working with artists. • Good experience in implementing management processes. • Good experience of training a staff team. • Experience of problem solving and providing advice for live productions.
Qualifications	• IOSH Managing Safely or similar higher level safety qualification or be willing to engage with this standard of training when in role.

JOB DIMENSIONS	
Annual budgetary amounts	
Number of staff reporting to the job holder	Direct Reports – 3 or 4 (1 x Deputy, 2 x Senior Production Technician & 1 x Apprentice for example)
Any other relevant statistics/information	May be a delegated as estates key holder.

WORKING ENVIRONMENT
• Some manual handling • Some working at height. • Some working in confined spaces. • Some working outdoors. • Some working in high-noise environments. • Some work with controlled substances. • Regular evening and weekend working. • Some overnight working. The Marlowe Trust is open to flexible working so talk to us about how you think you can best deliver this job and about your flexible working needs. The Marlowe Theatre's performances happen mostly in the evenings and at weekends. To deliver the best service to our customers, all our posts, whether frontline, strategic, planning or support roles, require some evening and weekend working.

October 2026