PARANORMAL ACTIVITY
A NEW STORY LIVE ON STAGE

Job Title: **Head of LX/Video 1**

Production:	Paranormal Activity
Location:	Ambassadors Theatre
Start Date:	wc 25th
Responsible to:	Company Manager / Production Manager
Salary:	Basic rate of SOLT/BECTU Grade 1. All additional payments as per the SOLT/ BECTU agreement paid in the week they are due (other than holiday pay which will be paid at the end of the engagement).

Melting Pot Productions are looking for a **Head of LX/Video 1,** for the West End production of **Paranormal Activity** currently playing at the Ambassadors Theatre.

Production Details:
James and Lou move from Chicago to London to escape their past, but they soon discover that places aren't haunted, people are…

Inspired by the iconic, terrifying film series, Paranormal Activity is a new story live on stage. Paranormal Activity is directed by Felix Barett, designed by Fly Davis, illusions by Chris Fisher, Lighting Design by Anna Watson, Sound Design by Gareth Fry and Video Design by Luke Halls.

Schedule:
- Learning week wc 25th January.
- Handover wc 1st February.

It will be an 8-performance week with 2 matinee performances.

The Role
The **Head of LX/Video 1** is responsible for all lighting and video equipment, including maintenance for the production. The Head of LX/Video will operate lighting and video for performances. The Head of LX/Video and Head of Sound will share the support of a Tech Swing. Experience working on a similar scale production is required.

Duties and Responsibilities
1. Responsible for operating the lighting and video for performance including all moving and generic lights and all effects.
2. To perform comprehensive pre and post show checks as described in the department operations and maintenance manual.
3. To put together the department operations and maintenance manual.
4. To ensure that all equipment is maintained and in safe working order.
5. To attend the get-in, fit-up and get-out as required.
6. To prepare cue sheets and effects lists and provide this information to the Company Manager and the Stage Manager.
7. To liaise with the Company Manager regarding any petty cash needs and to keep accurate records and receipts of all purchases.
8. To communicate with hire companies and suppliers when equipment needs specific maintenance or replacement.

9. To account for and support the administration of petty cash for your Department spends, obtaining where possible VAT invoices for any hires and purchases made through petty cash.
10. To ensure that any orders for goods or equipment are made on an appropriate purchase order form and approved by the Producer.
11. To complete accurate timesheets.
12. Attend production meetings, rehearsals, calls and performances as required.
13. Adhere to the Health and Safety guidelines of the Company.
14. Any other duties as may be reasonably required in the course of your duties or as instructed by the Producers or Company Manager from time to time.

Person Specification

- Proven experience as an LX and/or Video 1 working on a similar scale production is required.
- Strong organisational and communication skills.
- Someone with the ability to work well on their own and as part of a team.
- The ability to remain calm under pressure, with a flexible and proactive attitude and an understanding of what is required to maintain a consistent high production standard.
- A commitment to equity, diversity and inclusion.
- A full awareness of the need for integrity and confidentiality.

Please submit your CV to **recruitment@mpot.co.uk**.

Applications will be considered on a rolling basis