

JOB DESCRIPTION

Job Title:	Lighting Gaffer, Stage Manager
Department:	Camera
Reports To:	Head of Camera
Contract:	Permanent, Full time (35 hours per week)
Last Updated:	November 2024

Job Summary

The Lighting Gaffer/Stage Manager/ will be a fully qualified electrician will act as the LFS on-site gaffer and will provide advice to students on lighting, electrics and stage management to enable them to undertake their film shoots on-site and location. The Lighting Gaffer/Stage Manager will deliver teaching on lighting, electrics and stage management whilst always being mindful of health and safety considerations. The role will also ensure that appropriate equipment is provided, maintained and sourced to support student film production and will support the academic team in the Camera department.

Main Responsibilities

- Maintain and PAT test all LFS studio and location lighting equipment including student sourced practicals.
- Order and maintain stock of consumables e.g. lamps, gels etc.
- Order and book any additional lighting equipment
- Arranging load tests for the grids
- Teaching lighting equipment introduction, lighting and electrical health and safety and gaffer classes as well as any required refresher classes
- Advise on RAs for electricals, location electrical safety
- Provide technical support for lighting classes e.g. safe rigging, use of equipment
- Work with the Head of Camera to complete necessary administration e.g. budgets, inventory etc. and work within allocated departmental budgets as advised by the Head of Camera.

- Work with the Head of Production to organise LFS shoots in internal and external stages, including rigging and de-rigging a grid(s), as well as the transportation of LFS equipment as required.
- Maintain studio electrics, work lighting, and floors etc. in LFS studios.
- Oversee LFS electrical safety on stages and, where possible, carry out minor electrical repairs and ensure installation is maintained.
- Ensure that all stages are fit-for-purpose.
- Assist in the delivery of lighting equipment and related resources of the LFS Cinematography Department, especially for the issue and return of student shoots for terms 1-5.
- Ensure all lighting and related equipment is in good working order and oversee all related maintenance programmes and requirements.
- Keep lighting and accessory kit lists updated.
- Ensure sufficient and appropriate equipment for students in classes and during shoots.
- Assist in the related administrative duties associated especially with the issue of equipment to classes/shoots.

General responsibilities applicable to all LFS staff

- Understand and support the vision, mission and values of LFS.
- Ensure Diversity and Inclusion is at the forefront of your thinking when undertaking your responsibilities at LFS.
- Maintain awareness of your own and others' Health and Safety, and comply with the LFS's Health and Safety policy.
- Take appropriate responsibility for records held, created or used as part of your work for the LFS (paper-based and electronic) as per the relevant data protection regulations.
- Encourage team working and effective communication with colleagues.
- Act as a representative of the LFS and deal with LFS students, stakeholders and the public in a professional manner at all times.
- Comply with LFS financial policies and practices as applicable.
- Commit to and undertake continuous personal and professional development.

- Undertake other duties, including within the camera equipment stores, as may be reasonably requested of your post.

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.

PERSON SPECIFICATION

Skills, experience and knowledge	Essential (E) Desirable (D)
Extensive experience of working as lighting gaffer and in stage management within a film production environment	E
Well organised, analytical and confident managing variable workloads	E
Able to present and communicate information, verbally and in writing, in a clear and concise manner, with excellent attention to detail	E
Excellent interpersonal skills with proven ability to work collaboratively, demonstrable experience in providing effective customer service	E
Able to use common sense, initiative, pragmatic solutions, seek improvements, and adapt	E
Able to multi-task, identify priorities and work in a fast-paced environment	E
Working knowledge of Microsoft Office/Office 365, with a willingness to learn and use new systems	E
Proven experience working in arts/film/TV environment	E
A working knowledge of the use and maintenance of camera equipment, including 16mm and 35mm film cameras	D
Qualifications	
Electrical qualifications up to level City and guilds part 1 and 2 (2360)	E
Several years' experience of professional practice and/ or Postgraduate qualification, or equivalent in a relevant discipline	E
Personal attributes	

Willingness to work flexibly, including UK and occasional overseas travel	E
Positive “can do” approach and willingness to support others where needed	E
Flexible and helpful attitude	E
Comfortable working as part of a small team with minimal supervision	E

- . E
- . E
- . E
- . E

The LFS is an Equal Opportunities Employer

Please refer to LFS Privacy Policies (<http://lfs.org.uk/privacy-policies>) for details of the personal data that LFS holds and processes about staff, contractors and job candidates.

