

LEEDS
PLAY
HOUSE



Photography by Anthony Robling

WE'RE RECRUITING

Senior Sound Technician
Recruitment Information Pack

If you require a different format of this Recruitment Pack, please contact the HR & Learning team on 0113 213 7232 or recruitment@leedsplayhouse.org.uk

leedsplayhouse.org.uk

[@leedsplayhouse](https://www.instagram.com/leedsplayhouse)



Photography by Anthony Robling

Who are we?

At Leeds Playhouse we are a creative hub for the city and beyond, a place where people and communities come together to tell and share stories; to experience world class theatre that is pioneering and relevant and to develop strong relationships.

Creative community engagement and artistic development are every bit as important to us as our internationally acclaimed work on stage, and people are at the heart of everything we do.

Our packed and varied theatre programme sees audiences of over 200,000 people per year across our three theatre spaces, on tour and online. Alongside this our sector-leading Creative Engagement team works with around 12,000 people aged 0 – 95 every year, using theatre to open up possibilities, and our Artistic Development programme Furnace nurtures and supports hundreds of locally rooted artists across all career stages.



Photography by Nick Singleton

Committed to making theatre available to everyone, the Playhouse is a pioneer of accessibility, being the first theatre in the country to initiate Relaxed and Dementia Friendly performances and become a Theatre of Sanctuary for refugees and people seeking asylum. A key aim of our award-winning £ 16m redevelopment of our building was to make our theatre much more accessible.

And whilst we're incredibly serious about what we do, we provide a relatively informal, plus warm and friendly environment.



“The Playhouse’s connection with Leeds, a city so rich in creativity and diversity, is inspiring. Its ethos of inclusivity and community means it is home to such incredible and vibrant storytelling. It’s a collaborative and innovative space and community to be part of.”

Rozina Breen, Chair of the Leeds Playhouse Board and Editor-in-Chief & CEO The Bureau

This short film will help you understand what we’re all about:

youtu.be/AT98G3fWhvQ

Or check out our Twitter account @LeedsPlayhouse and mission and vision at

leedsplayhouse.org.uk/about-us/who-we-are/



Photography by David Lindsay

Who we're looking for

We embrace diversity in all its forms and we positively encourage deaf and disabled people, African Diaspora people, South East and South Asian people, or people from other ethnically diverse backgrounds, to apply. Together we're working on a Plan for Change to ensure our Playhouse is an anti-racist organisation that is welcoming to everyone.

We have a champions and allies support system for all protected characteristics so no one should feel marginalised or unable to raise their views, in particular, ensuring that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, religious beliefs, care experience or socioeconomic situation. We will make adjustments as necessary to ensure disabled people have equal opportunity and access.

We guarantee to interview any candidate with a disability who has the skills, experience and values for the role they're applying for.

Applying for this post

To apply for this post please complete the online application form and diversity monitoring form which can be found on the job opportunities page, under the job role you are applying for. Data from your diversity monitoring form will not be shared with the recruitment panel.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact recruitment@leedsplayhouse.org.uk.

Guidance:

Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for 3 months before being destroyed if you are unsuccessful, and for up to 12 months if you are successful.

Access

We are members of the **Disability Confident** scheme. Subject to practicalities in the event of a large number of applications, we will interview all candidates who identify as disabled and who demonstrate that they meet all the essential criteria that they are given an opportunity to evidence on the application form.

Please clearly state on your application if you are disabled, and if you need any adjustments to participate in the recruitment process. Remember that the panel will not see information on your Inclusion and diversity monitoring form. You are not asked to provide the panel with details of any disability at this stage of recruitment - just what we may need to change to help you fully participate in the application process.

Role Summary

We are recruiting for a technician with experience of sound within the events and entertainment industry to join us in the role of **Senior Sound Technician** within our Sound department.

You will be responsible for contributing to the delivery of Sound support for productions in our three venues, community driven projects across our city, and creative projects as part of our digital development programme.

You will be working in collaboration with colleagues across our production department in support of external creative teams, visiting companies, and offering technical expertise to our digital development programme.

Main duties and responsibilities

The main duties and responsibilities of the role are:

- To assist in the day-to-day management and operations of the Sound Department including: despatching and taking delivery of goods; organisation, cleaning and maintenance of the workplace; cleaning, testing and maintenance of work equipment; stocktaking; movement of goods, equipment, properties and stage effects.
- To program and plot sound effects and operate sound for specific productions, projects or events.
- To undertake the role of Sound No 2 or 3 for specific shows, projects or events.
- To undertake the role of Duty Sound Technician for specific productions, projects or events.
- To undertake the preparation, set-up and testing of sound equipment, electrical properties and other effects required for productions and events, working with other departments as appropriate.

Practical:

- To assist with load-ins, fit-ups, technical rehearsals, and get-outs.
- To assist with the loading and unloading of vehicles.
- To undertake communications, sound equipment and building services maintenance work as required.
- To fit up, install, rig, check and operate production sound equipment as required for rehearsals, productions, projects, and events and to attend rehearsals as and when required.
- To ensure that sound equipment, communications equipment, electrical equipment, special effects equipment, audio visual equipment and, where appropriate, other production equipment is set up, adjusted and operated in accordance with the creative requirements of the sound designer, director, designer or other appropriate person.
- To check against riders, plans, plots and lists in order to determine the sound, communications and, where appropriate, other production equipment requirements of a production or event.
- To undertake vehicle driving duties as may be required.

Following policy and procedure:

- To undertake stock-checks and inventory management reporting of equipment and materials.
- To adhere to all company policy and procedure, to maintain a safe, healthy working environment.
- To be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Health and Safety Policy of the Leeds Theatre Trust Ltd.
- To identify and report all hazards arising in the venues, work environment and in any activities undertaken.
- To follow all department policy and procedures in preparing, rigging, running and dismantling of shows.

Planning & Administrative Tasks:

- To use and maintain the Leeds Playhouse online equipment information portal.
- To provide, as required, estimates of materials and labour requirements from drawings and basic specifications.

Working safely:

- To maintain a clean, tidy and safe workplace.
- To correctly and safely use a wide range of work equipment including access equipment, lifting equipment, test equipment, hand tools, power tools and machinery.
- To adopt a responsible attitude towards the proper use, care and security of premises and property belonging to, or the responsibility of, Leeds Playhouse.
- To ensure that all production equipment and cables used in working areas are deployed in a clean, safe, tidy and orderly condition.
- To supervise the effective and safe working of other personnel, including skilled and unskilled workers, who may be allocated to assist you with the completion of a specific task and/or project.
- To confidently work at height using a variety of different access equipment including but not limited to - tallscopes, ladders, steps and aerial work platforms.
- To undertake routine in-service inspection and testing of all sound equipment utilised by Leeds Playhouse sound department to comply with relevant legislation.

General Responsibilities

- Adhere to and implement the guidelines, procedures and policies for the company as detailed in the staff policies.
- Play a role in the life of the company and to work across departments to develop a positive and engaged organisational culture.
- Work with Creative Engagement to open up the theatre's creative processes to a wider range of communities, including people engaged in learning.
- Be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Health and Safety Policy of Leeds Playhouse.
- To have a positive attitude to environmental issues. To have a pro-active role in the development and action of environmental policy and procedures relevant to the Sound team in particular and the Playhouse as a whole.

Any other duties

The duties and responsibilities set out are not exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

Key relationships

The role of Senior Sound Technician is part of the Sound team, which sits within our Production Department.

You will be managed by the Head of Sound.

KEY INTERNAL RELATIONSHIPS

- Head of Sound
- Deputy Head of Sound
- Production and Technical Staff
- Production Managers
- Stage Management
- Costume Department
- Other Production Departments
- In-house creative teams
- Technical Director
- Front Of House staff

KEY EXTERNAL RELATIONSHIPS

- Sound Designers
- Musical Directors
- Composers & Orchestrators
- Musicians
- Performers
- Production Sound Engineers
- Touring production staff
- Audio Describing Team

Person specification

ESSENTIALS:

If you do not demonstrate that you meet all these criteria you may not be shortlisted.

- Professional experience working as a theatre sound technician in either a receiving house and/or producing venue.
- Working knowledge of both digital and analogue sound systems.
- Proven skills in the application of sound for events and theatre productions.
- Proven experience of operating and programming DiGiCo SD10T and SD9T mixing consoles.
- Proven experience programming and operating QLab show control software.
- Proven experience mixing sound for small events and conferences.
- Demonstrated ability to work to given deadlines.
- Ability to fault-find technical problems.
- Self-motivated and proactive work ethic.
- Proven ability to work both without supervision and as part of a team.
- Willingness to work evenings and weekends.
- Ability to work confidently and safely at height.
- Computer literacy – including use of Microsoft Office software packages.
- A basic working knowledge of electrical principles.
- Experience of using good Health & Safety practices in a theatre environment.

DESIRABLES:

If we need to choose between candidates who meet the essential criteria, we may take these factors into account.

- A formal qualification in technical theatre.
- Working knowledge of Pro-Tools and/or Logic software.
- Experience of using d&b loudspeaker systems and associated d&b system design/control software.
- Experience of Dante digital audio systems and protocols.
- Full, clean Driving Licence.

Terms & Conditions

Period of work

This is a permanent contract, subject to successful completion of a probationary period of 3 months.

Pay

£22,661 per year, plus BECTU/UK Theatre commercial get-outs and overtime payments.

Salary will be paid monthly on 20th of each month covering the period from the 1st of that month to the end of the calendar month. All overtime is paid in arrears.

Hours

Full Time. 40 hours per week over 6 days. Evening, weekend and some Public Holiday work will be required. You will be expected to work overtime as required. Leeds Playhouse operates under an in-house agreement.

Holidays

4 weeks (160 hours) per annum plus public holidays. The holiday year runs from 1 September to 31 August each year.

Probation period

3 months

Notice period

4 weeks

Location of work

Your main place of work will be Leeds Playhouse, with some work at Playhouse 2 (which is about 5 minutes' walk from the main building). You may be required to work permanently or temporarily at other locations in the Leeds City Region. You may be asked to work temporarily in other locations in the UK.

Offers

Any job offer we make is subject to:

Receipt of 2 satisfactory references

Proof of eligibility to work in the UK

Other benefits

Contributory staff pension

12-week relocation payment available for those whose current base is over 40 miles away from Leeds Playhouse

Non-contractual benefits

Free-to-use employee assistance service, and independent financial advice service

Staff ticket discount

Staff discount in Playhouse food and drink outlets

Key statements

EQUAL OPPORTUNITIES

Leeds Playhouse is committed to promoting equality and opportunity in its employment practices. In particular, the company aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, or religious beliefs. Disabled candidates will not be treated less favourably on the grounds of their disability.

SAFEGUARDING

The Playhouse is committed to safeguarding, and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

Find out more

Please contact Martin Pickersgill, Head of Sound, for more information

martin.pickersgill@leedsplayhouse.org.uk