

LEEDS
PLAY
HOUSE



Photography by Anthony Robling

WE'RE RECRUITING

Head of Sound
Recruitment Information Pack

If you require a different format of this Recruitment Pack, please contact the HR & Learning team on 0113 213 7280 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 Playhouse Connect 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.

This short film will help you understand what we're all about:
youtu.be/AT98G3fWhvQ

Or check out our X 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

The Head of Sound is responsible for the day to day management of the theatre's Sound Department with requirement to rig, operate sound, maintain equipment and deliver sound services for all events and productions for the theatre. You will lead the Sound team to support designers, directors and all manner of artists in realising their vision.

The Head of Sound is the head of the Sound Department. The Head of Sound is line manager to Deputy Head of Sound & Senior Sound Technician and all other personnel engaged to work in the Sound Department, including staff temporarily seconded to the department. You will also provide technical support to our Studio Theatre Technicians in the Bramall Rock Void.

You will work collaboratively within our production team, but also with the wider Playhouse community; supporting the work of our producing team, visiting companies, our furnace programme and our Playhouse Connect team.

The Head of Sound is a senior appointment within the Production Department and, as such, is expected to adopt a proper and mature approach towards line management and for maintaining effective working relationships with other departments within Leeds Playhouse.

Main duties and responsibilities

The main duties and responsibilities of the role are:

- To prepare staff rotas and supervise the work of all sound staff to maximise the efficient use of budgets and resources. Ensuring all events and operations required by the venue are appropriately staffed.
- To take responsibility for all persons working in the Sound Department and to communicate effectively with them regarding their duties and responsibilities.
- To be responsible for the motivation, training and general welfare of all members of the Sound Department, including persons seconded to the department, and to ensure their work is of the highest standard.
- To liaise with all relevant parties including Sound Designers, Composers & Production Sound Engineers to determine the production sound and communications requirements for all events and productions at the theatre.
- To prepare, agree and control budgets for the sound requirements for all events and productions at the theatre to achieve best value and maximise use of resources.
- To manage petty cash, purchase orders and all other financial transactions in accordance with the financial operating procedures of the theatre.
- The good management of the organisation's sound resources, including inspections, servicing, and maintenance.
- To be responsible for the health and safety management of all activities undertaken by the Sound Department. Oversight of good health and safety practices within and between departments.
- To contribute to the management of Leeds Playhouse by attending and actively contributing to meetings and communicating effectively at all times.
- To undertake all record keeping required by The Performing Rights Society and to keep all records that may be required for the completion of returns to all bodies concerned with the use of copyright music.
- To be responsible for all communications systems throughout the building including QSys paging and background music systems, Tecpro and Clearcom wired comms, Motorola radio systems and all associated frequency/licensing requirements
- To lead in the recruitment of full-time, freelance and casual members of staff as required.
- To lead the team and assist with stage get-ins, fit-ups, get-outs and with the loading and unloading of vehicles including working at height as required.
- To correctly and safely use a wide range of work equipment including access equipment, lifting equipment, test equipment, wood and metal working tools and machinery and keep all premises and areas under the control of the Sound Department clean and well maintained.
- To support Studio Theatre Technicians as required on the delivery of Bramall Rock Void productions and other events
- To liaise with other Production Department HODs for visiting companies, working with Lighting and Video department to achieve their technical requirements
- In liaison with the Theatre Manager, support the Audio Description team on delivery of

Audio Described Performances, ensuring all access equipment, both Audio Description & Deaf Loop in all venues, including conference rooms, are well maintained and in good working order.

- Good liaison with Company Manager, Acting Company and Costume & WHAM departments to ensure that all personal sound equipment is appropriate to each individual.
- To assist with Sound duty cover for specified performances as and when required
- To maintain and manage the use of the in-house Recording Studio both for internal use and for visiting sound designers as required
- To implement the requirements for all events and productions to meet deadlines, agreed budgets and to the highest standards.
- To maintain all equipment to full operational specification, to be responsible for the security and operation of the equipment.
- To undertake the construction and testing of sound equipment, electrical properties and other effects in conjunction with other departments as appropriate.
- To undertake vehicle driving duties as may be required.

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 Playhouse Connect 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 **Head of Sound** is part of the Sound Department, which sits within our Production directorate.

You will be managed by the **Technical Director**.

Key Internal Relationships

- Technical Director
- Production Manager
- Artistic Director and Deputy Artistic Director
- Production department HODs and Departments
- Stage Management
- Theatre Manager
- Deputy Head of Sound
- Senior Sound Technician
- Sound department casuals and freelancers
- Studio Theatre Technicians

Key External Relationships

- Sound Designers
- Composers
- Freelance Directors
- Freelance Production Managers
- Freelance Sound No 1, No 2 & No 3
- Freelance Production Sound Engineers
- Audio Description Services
- Visiting companies
- Community companies

Person specification

Essentials:

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

- A good understanding and demonstrable experience of working in a professional theatre sound environment
- Excellent knowledge and understanding of current sound equipment and practices
- Thorough knowledge of DAWs, QLab and the ability to program as required
- Thorough knowledge of DiGiCo SD Series digital sound desks and Theatre version software
- Experience of d&b sound systems, d&b R1, Arraycalc and other related software
- Thorough knowledge of Dante protocols
- Experience of the set-up and mixing live sound on large scale theatrical productions – either as Sound No 1 &/or as Lead Production Sound Engineer.
- Computer literate on both Mac and PCs. Experience of computer networking and Microsoft Office software
- Knowledge of Health and Safety legislation and procedures in the theatre industry
- Budgetary management experience
- Skills in staff recruitment, training, motivation and supervision
- Experience in the use of multiple radio microphone systems, both digital and analogue
- Ability to work well within a dedicated production team
- Ability to work with and support all other departments as required
- Ability to work under pressure
- Demonstrated ability to work to given deadlines
- Excellent organisational and time management skills
- Willingness to work evenings and weekends as required

Desirable:

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
- CAD skills in Autocad and/or Vectorworks
- Prior experience of sound design for theatre
- Experience of studio recording including the use of Pro Tools and Logic Pro software
- Experience of d&b Soundscape systems
- Experience of QSC Q-SYS Processing and Q-LAN
- Experience working with live bands / theatre touring
- Full clean driving license

Terms & Conditions

Period of work

This is a full time, permanent contract, subject to successful completion of a probationary period.

Pay

£31,702 a year, plus BECTU/UK Theatre commercial get-outs and overtime payments.

Basic Salary paid monthly, on 20th of month, covering full calendar month from 1st to end of month. Overtime paid in arrears

Hours

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

Holidays

5 weeks / 200 hours per annum plus public holidays (increasing with length of continuous employment). The holiday year runs from 1 September to 31 August each year.

Probation Period

6 months

Notice period

12 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

Non-contractual benefits

- Free-to-use employee assistance service
- 2 personal Wellbeing Days per year
- In-House Counselling with A BACP registered counselling professional on-site (by referral)
- Staff ticket discount
- Staff discount in Playhouse food and drink outlets
- Voluntary cash health plan with Westfield Health (optional)
- Corporate gym and swimming discount

Other benefits

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

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 **Judith Cloke, Technical Director**, for more information by email production@leedsplayhouse.org.uk