



# LEEDS PLAY HOUSE

# DEPUTY HEAD OF SOUND

## Recruitment Pack

If you require this Recruitment Pack in a different format, please contact the HR & Learning team on 0113 213 7280 or [recruitment@leedsplayhouse.org.uk](mailto:recruitment@leedsplayhouse.org.uk)





QUARRY THEATRE  
**850 CAPACITY**



BRAMALL ROCK VOID  
**100 CAPACITY**



COURTYARD THEATRE  
**420 CAPACITY**

# QUICK FACTS

## 3 THEATRES

5 MAIN REHEARSAL & STUDIO SPACES

## c175,000

AUDIENCE PER YEAR

## OVER 19,500 PEOPLE

CONNECTED THROUGH PLAYHOUSE CONNECT

## 10M

TURNOVER

### +

- Restaurant and café
- Two bars
- Conferencing and events
- Public gallery space
- Dedicated space for young people

THIS **SHORT FILM** WILL HELP YOU UNDERSTAND WHAT WE'RE ALL ABOUT.

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# WHO WE ARE

Leeds Playhouse has been one of the UK's leading producing theatres for 55 years. It is an award-winning theatre and a cultural hub, a place where people gather to tell and share stories and engage in world class theatre. It makes work which is pioneering and relevant, seeking out the best companies and artists to create inspirational theatre in the heart of Yorkshire.

Its warm welcome was recognised at the UK Theatre Awards. In 2022, Leeds Playhouse was named Most Welcoming Theatre, recognising its daily endeavors to make the building an inviting, engaging, creative, accessible and inclusive hub at the heart of the Leeds City Region. For the last three years, leading performers in Playhouse productions have been named Best Performer in a Musical and, in 2024, the Playhouse's production of *Oliver!* was named Best Musical.

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# WHAT WE DO

Alongside the work on its stages, the Playhouse works creatively with the people, artists and communities of Leeds through its innovative, sector-leading Playhouse Connect programme. Focussing on two key areas – Learning & Skills and Creative Communities – Playhouse Connect engages with thousands of people in the region each year. As part of this work, its Artistic Development programme, Furnace, engages with theatre-makers, providing a creative space to refine their practice at all stages of their careers; it builds, develops and sustains projects to connect with refugee communities, young people and students, older people and people with learning disabilities; it hands over spaces to communities to use in ways they choose, from breakdancing to roller-skating, craft markets to tea parties, enlivening the building whilst fostering deeper relationships; and works in-residence around the city, connecting with people on their doorsteps.

As a registered charity, Leeds Playhouse relies on the support of valued partners to make great things happen. It is grateful for the continued support of Arts Council England, Leeds City Council, The Liz and Terry Bramall Foundation and the many charitable trusts, business partners and individuals that continue to support the vital work of the theatre.

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# THE ROLE

We are recruiting for a skilled individual with proven experience working with Sound within the events and entertainment industry, to join us in the role of Deputy Head of Sound within our Sound department of three permanent staff.

You would be line managed by Head of Sound, and the Sound department also consists of a Senior Sound Technician as well as casuals and freelancers. You will also provide technical support to our Studio Theatre Technicians in the Bramall Rock Void as required.

The Sound department enables delivery of all sound requirements for the wider Playhouse building as well as all activity within the three performances venues, Quarry Theatre, Courtyard Theatre and Bramall Rock Void. This can be a wide range of activity from full-scale musicals with live orchestras; theatre productions with pre-recorded composed music; community bands and choirs; conferences and events; stand up comedians amongst many others.

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.



# DUTIES AND RESPONSIBILITIES

**THE MAIN DUTIES AND RESPONSIBILITIES OF THE ROLE ARE:**

## **DUTIES AS DEPUTY HEAD OF SOUND**

- To support and assist the Head of Sound with the management and operational duties of the Leeds Playhouse Sound Department.
- To deputise for the Head of Sound as specified in the Contract of Employment, as reasonably required.
- To undertake the duties of supervising Sound Department staff for specific projects and productions, and assist, as required, with the selection of new members of the Sound Department.

## **DUTIES AS SOUND SUPERVISOR**

- To liaise with Sound designers, Musical Directors, Composers, Musical Supervisors, Orchestral Managers, representatives of visiting companies, conference organisers, and the like, in order to determine the sound and communications requirements of the project.
- To undertake the implementation and execution of the sound and communications requirements of the project which have deemed to be the responsibility of the Sound Supervisor within agreed deadlines and budgets.
- To provide accurate estimates of quantities and costs of materials and estimates of labour required to complete the project.
- To assist with the acquisition of materials, goods and services necessary for the completion of the project.
- To prepare any schedules, drawings and the like necessary for the effective and efficient completion of the project.
- To supervise the effective and safe working of other personnel, including skilled and unskilled personnel, who may be allocated to assist you with the movement, rigging, adjustment and operation of those sound elements of the production in order to complete a specific task or project.

## **DUTIES AS A MEMBER OF THE SOUND DEPARTMENT**

- To assist with sound department get-ins, fit-ups and get-outs.
- To assist with the loading and unloading of vehicles.
- To fit up, install, rig, check and undertake rehearsal and performance operational tasks relating to the setting up, adjustment and use of sound equipment, communications equipment, electrical equipment, special effects equipment, audio visual equipment and, where appropriate, other production equipment for rehearsals, performances, other projects or events.
- To program DiGiCo SD series consoles, specifically SD10T and SD9T theatre version consoles to a professional standard, working alongside professional freelance sound designers
- To operate and mix specified Productions using the DiGiCo SD10T and SD9T consoles, or other equipment, as required.
- To manage the sound control equipment in all venues, reporting and keeping records of faults, repairs and improvements, as required.
- To produce the appropriate plot sheets and maintain production sound records and archives in accordance with departmental policy.
- To attend rehearsals, as required.
- To appear on stage, as and if required, in appropriate clothing or costume, in order to carry out your allocated performance duties.
- 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 and to mark positions of equipment for productions as required.
- To check against plans, plots and lists to determine the sound, communications and, where appropriate, other production equipment requirements of a production or event.

- To check against plans, plots and lists to determine any damage or loss to sound, communications and, where appropriate, other production equipment, and to report accordingly.
- To undertake the construction and testing of sound equipment, electrical properties and other effects in conjunction with other departments as appropriate.
- 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.
- 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 adopt a responsible attitude towards the proper use, care and security of premises and property belonging to, or the responsibility of, the Leeds Playhouse.
- To provide, as required, estimates of materials and labour requirements from drawings and basic specifications.
- To undertake communications systems and maintenance work as required.
- To assist in the day-to-day management and operations of the Sound Department including;
  - Operating Sound on Leeds Playhouse productions and other events
  - Duty Sound cover for performances & activity in Leeds Playhouse
  - Stocktaking and despatching/taking delivery of goods
  - Organisation, cleaning and maintenance of the workplace
  - Cleaning, testing and maintenance of work equipment.
  - Maintenance, repair and manufacture of cabling systems as required.
  - Movement and efficient storage of goods, equipment, properties and stage effects.



## **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.

- To ensure that sound equipment, communications equipment, electrical equipment, special effects equipment, audio visual equipment, cables and, where appropriate, other production equipment used in working areas are deployed in a clean, tidy and orderly condition and to take appropriate care at all times.

- To supervise the effective and safe working of other personnel, including skilled and unskilled personnel, who may be allocated to assist you with the completion of a specific task or project

- 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.

- To have a positive attitude to and willingness to engage with and seek continual improvement in areas of inclusion and anti-racist practice at Leeds Playhouse, including our Plan for Change and Action for Change development initiative.

- To be willing to undertake training and development as required

# KEY RELATIONSHIPS

The role of Deputy Head of Sound is part of the Sound team, which sits within the wider Production directorate.

You will be line managed by the Head of Sound.

## KEY INTERNAL RELATIONSHIPS

- Scenic Construction Technician, Deputy Construction Manager, Construction Manager
- Head Of Sound
- Senior Sound Technician
- Studio Theatre Technicians
- Production Managers
- Stage Management
- Lighting Department
- Stage Department
- Front of House teams
- Creative Teams
- Playhouse Digital Team including Digital Manager & Digital Marketing Officer
- Technical Director

## KEY EXTERNAL RELATIONSHIPS

- Sound Designers
- Composers
- Musical Directors
- Orchestral Managers
- Sound No 1s, 2s and other touring sound staff
- Film makers
- Corporate Events organisers



# PERSON SPECIFICATION

## ESSENTIAL REQUIREMENTS

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

- Significant professional experience in a producing theatre in theatre sound
- Experience of the operation and programming of DiGiCo SD10T and SD9T digital mixing consoles.
- Experience of d&b sound systems, d&b R1, Arraycalc and other related software
- Experience of mixing live sound on large scale theatrical productions
- Experience in the use of QLab Show Control and other performance related software
- Experience in the use of multiple radio microphone systems, both digital and analogue
- Demonstrated ability to work to given deadlines
- Self-motivation and a demonstrated ability to work without supervision
- Experience in a leadership role and in working as part of a team
- Willingness to work evenings and weekends as required
- Repair, maintenance and construction/soldering skills
- Ability to work at height
- High level of IT skills working in both Windows and Mac operating systems
- Experience of using good Health and Safety practices in a theatre environment

## **DESIRABLE REQUIREMENTS**

**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**
- Experience working in large performance venues**
- Experience of studio recording including the use of Pro Tools and Logic Pro software**
- Experience of Cat5/Cat6 Ethernet Networks & Dante Audio Protocols**
- Experience of d&b Soundscape**
- Experience of QSC Q-SYS and Q-LAN**
- Experience in Sound Design**
- Basic knowledge of AutoCAD**
- Full, clean driving licence**
- Experience working with live bands / theatre touring**
- Interest in musical theatre and/or music**



# EMPLOYMENT TERMS SUMMARY

## CONTRACT

Permanent, full-time contract.

Any offer we make is subject to:

- receipt of 2 satisfactory references
- proof of eligibility to work in the UK
- successful completion of probation period

## SALARY

£27,106 per year, plus BECTU/UK Theatre commercial get-outs and overtime payments.

## HOURS

Full time – 40 hours per week over 6 days. Evening, weekend and some Public Holiday work will be required.

There may be occasions when you are required to work outside the normal hours outlined. You are entitled to be paid overtime in line with the overtime policy in effect in your department.

## PROBATIONARY PERIOD

12 weeks.

## NOTICE PERIOD

4 weeks.

## LOCATION OF WORK

Your main place of work will be Leeds Playhouse. 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.

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



# BENEFITS

## **PENSION**

**Auto-enrolment in a Standard Life Pension, unless you opt out, with 3% employer contribution**

## **HOLIDAYS**

**5 weeks per holiday year, plus Statutory Bank and Public Holidays, rising with length of service**

## **BENEFITS**

- 2 paid wellbeing days a year
- Free employee assistance service
- Corporate gym and swimming discount
- Staff ticket discount
- Staff discount in Playhouse food and drink outlets
- Inhouse counselling services with a BACP counselling professional on site (by referral)
- Voluntary Cash Health Plan (optional)

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# HOW TO APPLY

**TO FIND OUT  
MORE, PLEASE  
CONTACT OUR  
TEAM AT  
[recruitment@leeds  
playhouse.org.uk](mailto:recruitment@leedsplayhouse.org.uk).**

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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.

## HOW TO APPLY

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](mailto:recruitment@leedsplayhouse.org.uk).

## INTERVIEWS FOR DISABLED CANDIDATES

Leeds Playhouse is a member of the Disability Confident scheme. Subject to capacity, we will interview candidates who identify as disabled who demonstrate that they meet all the essential criteria for the job.

## 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 takes safeguarding seriously, and operates an environment where all staff are expected to report any concerns about children, young people or adults at risk, or about the behaviour or practice of colleagues and other people they come into contact with.



**THANK YOU**

**FIND US AT**

Playhouse Square,  
Quarry Hill, Leeds LS2 7UP  
[leedsplayhouse.org.uk](http://leedsplayhouse.org.uk)  
0113 213 7700