



## ROYAL EXCHANGE THEATRE

### JOB DESCRIPTION

**ROLE:** Head of Sound

**HOURS:** 40 hours per week

**SALARY:** £38,383.94 per annum

**CONTRACT:** Permanent

**RESPONSIBLE TO:** Head of Technical

**RESPONSIBLE FOR:** Sound Deputy, Sound Technician & Freelance/casual Sound staff

**AREA:** Production

### ROLE FUNDAMENTALS

- To line manage the Sound team effectively, ensuring a supportive, inclusive and engaging department environment where everyone is empowered to work to the best of their ability
- To lead the Sound team in working successfully with designers and visiting artists, finding innovative ways to realise their creative ambitions
- Advise and collaborate with visiting sound designers, creatives and the wider Production team to assess and interpret designs for RET productions across our spaces. This will involve attending design meetings, interpreting and costing designs and communicating with designers and the production manager to finalise designs for elements relating to Sound that maintain artistic integrity within the available resource parameters
- Arrange for the timely ordering and delivery of Sound equipment keeping within agreed budgets whilst maintaining accurate records of expenditure
- Be responsible for maintaining the Sound elements across our spaces in a safe and professional fashion, ensuring compliance with all current legislation and that all paperwork is kept current, including risk assessments, method statements and other documentation
- Recruit and manage casual and fixed-term Sound staff, as required by the programme
- Monitor and record all Sound expenditure ensuring that value for money has been achieved and that projects remain within the allocated resource.
- When appropriate, work as designer, supervisor, programmer and operator on projects in our theatres and beyond
- When appropriate, prepare practical items and effects for projects
- Attend technical and dress rehearsals as necessary, and ensure that production and rehearsal notes are quickly, appropriately and positively responded to
- Ensure that show reports are read, shared, and responded to in a timely manner
- Co-ordinate and plan fit-up and get-outs and solve technical problems as they relate to Sound elements
- Co-ordinate setting up, operating and facilitating sound for rehearsals, meetings, Creative Exchange projects and Hires & Events
- Work with groups and individuals we are engaging with to help share and develop skills

- Support and engage with workshops, training, apprentices, work placements and Young Company members as required

## GENERAL

- Be a creative, proactive, and flexible team member in the realisation of Sound designs across the wide range of activity the organisation delivers
- Be an imaginative and innovative maker and collaborator
- Attend meetings, as required
- Maintain all Sound services and equipment in good working order. This includes the organisation's sound and video related systems and paging system
- To be responsible for ensuring that any equipment required for hearing or sight impaired members of the audience is correctly installed and maintained, offering guidance in its correct use, if necessary
- Facilitating use of Hearing loop, Captioning, FOH music, as required
- Working closely with the Head of Lighting to co-ordinate the AV resources of the organisation, and advise on their application
- To be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and ensure that Risk Assessments, Safe Systems of Work and Method Statement are carried out as appropriate for sound activities
- Ensure good working relationships and co-operation with all teams at the organisation
- Ensure good housekeeping in all relevant working areas

## RESPONSIBILITIES OF ALL TEAM MEMBERS

- Be aware of other teams' work, to help achieve RET's aims. Work well with colleagues across the organisation.
- Engage with projects and events led by other teams (such as fundraising events).
- Comply and engage with the RET's Code of Behaviour, Anti-Bullying & Anti-Harassment policy and Safeguarding policies, and attend Safeguarding training.
- Work to the Equality and Diversity policy of the RET and help to achieve the Theatre's diversity action plan.
- Have an awareness of, and comply with, Health and Safety at Work and work to RET's Health and Safety Policy.
- Work to other guidelines, procedures and policies provided by the company.
- Take part in working groups and training sessions as required.
- Take part in ongoing evaluation and reflection of our work.
- As required, attend art and script meetings, as an engaged member of the team.
- Support RET's sustainability aims

## PERSONA SPECIFICATION

### ESSENTIAL SKILLS

- Experience of line managing a core team, and sourcing and managing casuals
- A wide skills base in all areas of theatre sound technology, design and practice
- High level of knowledge and understanding of sound design, sound equipment and other sound-related disciplines, with demonstrable knowledge of Digico SD10T and QLab
- Experience of Health & Safety practice and procedures, to include risk assessments
- Artistic sensitivity and understanding towards design ideas/designers and the ability to motivate a team to fulfil the expectations of the design
- Responsibility of departmental budgets
- Excellent logistical and IT skills
- Ability to communicate effectively with staff across all teams
- Able to work well under pressure and prioritise work effectively
- Flexible approach to working, including the ability to work evening hours and weekends when necessary

### DESIRED SKILLS

- Formal technical theatre qualification
- Sound Design skills
- Teaching and sharing practice (internal & external)
- Industry and Greater Manchester links