

JOB DESCRIPTION

Job Title:	Head of Sound
Reporting to:	Technical Manager
Salary:	Negotiable, depending on experience and ability to design as well as engineer sound to the appropriate level
Hours:	as required, but no less than an average of 39 hours per week and within the Working Time Regulations
Period of notice:	Three Months

Primary Objectives

This is a new post within the Technical team taking senior responsibility for the design, delivery and management of sound requirements for Queen's Theatre Hornchurch productions and co-produced work, presented performances and related projects.

Main Duties

- To work with the creative teams of individual productions to realise the production's sound design to the highest standard within allocated resources, by either sound designing shows where appropriate or effectively supporting and facilitating freelancers to do so
- To represent and plan sound for productions as part of the Theatre's Producing group
- To generate accurate costings for sound requirements for produced/co-produced work
- To be responsible for organising all sound equipment hires and purchases within agreed budgets
- To administer individual production/co-production sound budgets
- To take on show roles, including engineering and Sound No 1 equivalent, for produced and presented work
- To liaise with presented artists as scheduled in agreement with the Technical Manager
- To maintain the theatre's sound equipment at an appropriate level, research and propose new sound equipment purchases and develop the sound equipment replacement programme
- To maintain, develop and ensure the effective operation of best practice sound related access equipment e.g. that related to audio induction or induction loops
- To support the Theatre's technical needs across all QTH activities – including Learning and Participation, Fundraising, events programming at the theatre and at other venues
- To fulfil the PRS reporting requirements for each production
- To ensure the licensing of all radio frequency equipment

- To promote and ensure the highest level of Health and Safety across the organisation, ensuring all work is safe and complies with current entertainments licensing, fire, building and Health and Safety legislation
- To support the creation of access requirements on productions, including pre-recorded audio description

General

- To be an effective representative of the Theatre in all situations and demonstrate the highest level of customer care and service
- To undertake training as required
- To be aware of, adhere to and uphold, the Theatre's policy on Equality of Opportunity

PERSON SPECIFICATION

EXPERIENCE

- | | |
|-----------|---|
| Essential | <p>A minimum of three years' experience working in sound within the theatre industry</p> <p>Prior experience of Sound Design for theatre</p> <p>A good understanding and demonstrable experience of working in a theatre venue sound environment</p> <p>Excellent knowledge and understanding of current sound equipment and practices</p> <p>Thorough knowledge of Qlab and the ability to program</p> <p>Thorough knowledge of Digico sound desk</p> <p>Experience of mixing on an actor-musician musical</p> |
| Desirable | <p>Strong experience of Sound Design for theatre</p> |

SKILLS & ABILITIES

- | | |
|-----------|---|
| Essential | <p>Good written and verbal communication skills</p> <p>Computer literate on both Mac OS and Windows</p> |
| Desirable | <p>CAD skills</p> |

DISPOSITION & ATTITUDE

- | | |
|-----------|--|
| Essential | <p>Ability to work as part of a close team</p> <p>Aptitude for providing a warm and supportive service to creative teams, visiting companies and hirers</p> <p>Willingness to learn new skills</p> |
|-----------|--|

Ability to lead and develop the work of others
Efficient time management and able to work to strict deadlines
Positive and flexible approach to problem solving
Willingness to work unsociable and irregular hours

Desirable Creative disposition for making and designing sound