



Job Description

Job Title:	Head of Sound
Hours:	40 hours per week
Base Salary:	£24,460.80 per annum
Additional Hours (Panto):	£2,000 per annum (est.)
Get-out payments:	£3,500 per annum (est.)
Additional Pay:	Antisocial hours (11pm-8am) 1.5x rate pay Missed Meal Breaks 1.5x rate pay Infringement of rest breaks 1.5x rate pay
Reports To:	Technical & Production Manager
Responsible For:	Casual Technicians and Freelance specialist staff

Main Purpose

Theatre Royal Windsor is looking for a motivated and enthusiastic head of sound as part of the technical department to facilitate the stage sound and AV required by all in-house and visiting productions, Sound designers and directors, within the budgetary constraints set by the Technical & Production Manager. To maintain a high level of technical support to all productions and ensure the smooth and safe running of all department operations. The key elements of the role include:

- Under the direction of the Technical and Production Manager, to achieve the Sound requirements of the Creative team for each production as far as possible, within the parameters of the production budget and Health & Safety considerations.
- To undertake and lead on (where required) Get-ins, Fit-ups, technical rehearsals, performances, and Get-outs as required, including general stage and LX duties as required.
- To act as the duty technician for performances and events, overseeing the smooth running and suitable evacuation and safety procedures as required.
- Under the direction of the Technical and Production Manager, to be responsible for the safe and tidy storage, use of stage sound equipment and cabling.
- Reporting to the Technical and Production Manager on the suitable maintenance, inspection, and record-keeping of all stage sound equipment, including PAT testing, liaising with visiting companies, general upkeep of stage sound equipment and purchasing of new stage sound equipment and consumables as needed.

General Information

Theatre Royal Windsor is an exciting and thriving regional theatre that is the only unsubsidized producing theatre to operate all year round in Britain. The theatre hosts a busy programme of shows and events focusing on drama and musicals, supported with live music comedy and dance. The auditorium seats 633 and the building is grade 2 listed.

Theatre Royal Windsor is operated as part of Bill Kenwright Ltd. One of the largest commercial theatre producers in the UK. The theatre produces and opens a large number of Bill Kenwright touring productions, in addition to its own in-house productions and the annual pantomime.

Theatre Royal Windsor is keen to ensure that we actively engage with all residents and visitors to the area and is developing a new outreach and education programme and more diverse offer at the theatre.

The business plan aims to position the theatre as a key cultural hub that aims to meet its vision statement:

“To provide a first-class regional theatre that is recognised nationally, that produces and presents a core programme of drama and theatre for all residents and visitors to the Windsor area. Acting as a key cultural hub, encouraging participation and engagement with performing arts and supporting the development of staff, artists and audiences.”



Responsibilities Include:

1. To enforce and encourage good safe working practices within the department to maintain high production values and efficient working.
2. To be familiar with current Health & Safety regulations relevant to the industry and to keep abreast of changes and developments and notify the Technical and Production Manager of any health and safety issues which arise.
3. To ensure that all work undertaken by the department throughout the theatre adheres to the in-house Health & Safety Policy and H&S regulations, with especial regard for loading and unloading equipment (from vehicles), Manual handling, use of tools, Hot Works, working at height, electrical safety and use of access equipment.
4. If requested by the Technical and Production Manager, assist with writing and providing risk assessments for the staging of each production and general risk assessments for specific areas of work within the technical department. Including providing and maintaining any other Health & Safety records / paperwork as requested and on the suitable maintenance, inspection, and record-keeping of all LOLER equipment for rigging stage sound equipment.
5. To assist in the regular upkeep of all backstage and Front of House areas as instructed, including but not limited to: Fire Alarm testing, lamp rounds, seating maintenance and other non-specialist maintenance as required.
6. To undertake and lead on (where required) Get-ins, Fit-ups, technical rehearsals, performances, and Get-outs as required.
7. To act as duty technician for performances and events, overseeing the smooth running and suitable evacuation and safety procedures as required.
8. To be responsible for the safe and tidy storage and maintenance of stage sound equipment.
9. Undertake both sound and general technical duties as required by the needs of the programme of events and performances.
10. Work alongside visiting and in-house sound designers and freelance production sound technicians on the pre-production and delivery of new in-house productions and tours.
11. Lead on creating a culture of pride in the workplace by ensuring clean and well-presented backstage and public spaces within the building at all times.
12. As a direct supervisor you will ensure that all hazards are identified and managed to an acceptable level and ensure all relevant documentation is also completed. You will also ensure you demonstrate your committed to Health and Safety by leading by example.
13. To create and maintain effective working relationships with other departments within the theatre, ensuring good communication and co-operation.
14. Any other duties appropriate to the post and under the Equalities Act with due consideration to any employees with a "protected characteristic" and within the framework of equal opportunities.

To apply please send your up-to-date CV and a cover letter outlining why you are suitable for the role by email to Andi.Manzie@theatreroyalwindsor.co.uk

If you have any questions or would like more information about the role, please contact Andi the Technical & Production Manager on 01753 863444 or by email as above.

The deadline for applications is 5pm Friday 17th September.

PERSON SPECIFICATION

Position Title:	Head of Sound	Date Prepared:	02/09/2021
Department:	Technical		

AF= Application Form	I = Interview	T= Test
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	REQUIREMENTS	Essential	Desirable	Assessed
1.	EXPERIENCE AND KNOWLEDGE			
1.1	Demonstrable experience of working in a similar size theatre, or experience of touring drama, musicals, or live music.	✓		AF/ I
1.2	Demonstrable experience of stage sound and general stage technical duties	✓		AF/ I
1.3	An organized but flexible approach, calm under pressure, with good time management skills and the ability to work under your own initiative.	✓		AF/ I
1.4	Experience of programming and operating DIGICO desks; including live mixing of musical theatre and digital audio networking and QLAB or similar playback systems	✓		AF/ I
1.5	Ability to work in and (when required) lead a team.	✓		AF/ I
1.6	A good level of electrical safety at work knowledge either to a recognized standard or to a competent level, including 3 phase power, PAT testing,	✓		AF/ I
1.7	Up to date knowledge of H&S legislation including but not limited to, Working at Height, Manual Handling, LOLER and risk assessments.		✓	AF/ I
1.8	Experience of working with CAD systems, or the ability to read and interpret scale drawings, ground plans, sections and hanging plots		✓	AF/ T/I
1.9	Basic Microsoft Office Skills	✓		AF/ T/I
1.91	Willingness to work evenings, weekends and public holidays as required.	✓		AF/ T/I
2.	COMPETENCIES			
	LEADING AND SUPERVISING			
2.1	a. Provides others with a clear direction b. Sets appropriate standards of behaviour c. Delegates work appropriately and fairly d. Motivates and empowers others e. Provides staff with development opportunities and coaching f. Recruits staff of a high calibre	✓		AF/ T/I
	WORKING WITH PEOPLE			
2.2	a. Demonstrates an interest in and understanding of others b. Adapts to the team and builds team spirit c. Recognises and rewards the contribution of others d. Listens, consults others and communicates proactively e. Supports and cares for others f. Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses	✓		AF/ T/I

	REQUIREMENTS	Essential	Desirable	Assessed
2.3	RELATING AND NETWORKING a. Establishes good relationships with customers and staff b. Builds wide and effective networks of contacts inside and outside the organisation c. Relates well to people at all levels d. Manages conflict e. Uses humour appropriately to enhance relationships with others	✓		AF/ T/I
2.5	DELIVERING RESULTS AND MEETING CUSTOMER EXPECTATIONS a. Focuses on customer needs and satisfaction b. Sets high standards for quality and quantity c. Monitors and maintains quality and productivity d. Works in a systematic, methodical and orderly way e. Consistently achieves project goals	✓		AF/ T/I
2.6	ADAPTING AND RESPONDING TO CHANGE a. Adapts to changing circumstances b. Accepts new ideas and change initiatives c. Adapts interpersonal style to suit different people or situations. d. Shows respect and sensitivity towards cultural and religious differences e. Deals with ambiguity, making positive use of the opportunities it presents	✓		AF/ T/I
3	EDUCATION AND TRAINING			
3.1	A minimum of 3 GCSE grade A*-C passes, including in English and Mathematics.	✓		AF
3.2	ABTT training qualifications or a degree or diploma in technical theatre.		✓	AF
3.3	IOSHH or CIEH H&S qualification		✓	AF
3.3	Working at Height Training, PASMA / Access Equipment Training, Rope Rescue Training.		✓	AF
3.4	First Aid at Work qualification		✓	AF
3.5	A recognised Electrical qualification or training (i.e. City and Guilds or basic electrical safety training)		✓	AF

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