

Deputy Head of Sound

Responsible to: **Head of Sound**

Responsible for: **Sound Technicians, Apprentices, Work Experience**

Contract: **Full time (45 hours per week), Permanent**

Salary: **£37,000 - £38,500**

Production and Technical Department structure

The Production and Technical department is an integral part of Chichester Festival Theatre (CFT), responsible for realising all shows and events across the site throughout the year. There is a small full time team across the Lighting, Sound, Stage and Costume disciplines, augmented by up to 60 additional staff including Wardrobe, WHAM and Props teams who are recruited seasonally as required by the productions.

The department ensures that productions created at CFT between April and November, as well as the touring productions hosted over the winter months, are created and run efficiently and effectively across our two modern, well equipped theatres, our studio venue and other spaces on site.

CFT produces a varied mixture of drama, musicals and world premieres, and the team gets the opportunity to work with the country's leading creative artists. Many of CFT's productions transfer to London or tour nationally and internationally. Throughout the year, CFT also hosts a number of other events and activities with which the department is fully engaged.

Job Purpose

- To assist with the efficient day-to-day running and operation of CFT Sound department and provide first class support for the theatre's productions. To work with the HoD, seasonal and freelance staff and Designers to support and realise all aspects of sound for CFT productions. To support the works of visiting and touring companies.

Key Responsibilities

- Deputise for the Head of Department in their absence
- Work as directed and supervise the setting up and operating of performances and of general maintenance as required
- Establish a close working relationship with the resident Technical Managers, Theatre Technicians, Production Department, Designers and Creative Teams
- Provide a full, professional technical support service to the theatre and its users
- Ensure that the flow of information both within the department and to others is clear, accurate and timely

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- Production engineer and supervise sound teams in production periods
- Prepare and design sound and sound effects for productions when required
- Programme and operate sound control systems during rehearsals and performances
- Receive, collect and load/offload sound and ancillary equipment as required. Collect and return equipment from and to storage areas. To store equipment in an organised manner
- Carry out first line maintenance of all production sound and related equipment, in accordance with manufacturers' recommendations and training received
- Undertake Portable Appliance Testing further to CFT training as required
- Ensure that sound and communications equipment used is deployed in a clean, orderly and tidy condition and to take appropriate care of all items and to ensure that the Sound Control rooms, operating positions, storage areas and shared technical workshop areas are kept clean and tidy
- Ensure that appropriate sound reproduction system backups are implemented
- Prepare and maintain accurate plots and records detailing all aspects of productions and other performance related equipment to enable the accurate reproduction of a production's sound requirements
- Set up and operate projection and video equipment as required
- Maintain the sound equipment and infrastructure in liaison with Head of Sound
- Participate in a programme of fault finding, repair and maintenance of all departmental equipment
- Undertake training as required; instructing others in the use of technical equipment
- General knowledge and awareness of Health and Safety policy and procedures and its implications on both work colleagues and within lighting areas and environments
- Use computers for documentation, show plots and plans
- Evaluate new equipment for future use
- Ensure the safe storage of any substances used by the department
- Wear protective clothing and footwear when required
- Supervise and participate in the smooth running of get-ins, fit-ups, rehearsals, performances changeovers and get outs
- Assist in the training of Sound Technicians, Apprentices and trainees in the use and maintenance of the theatre's technical equipment and general working practices
- Keep up to date and accurate records of hours worked.

This list of responsibilities is not exhaustive, and the employee will be required to perform duties outside of this as operationally required and at the discretion of the Head of Sound.

This post is part of Chichester Festival Theatre's Production department and is based at Chichester. Flexible working will be required according to workload and will include regular evening and weekend working. There may be some travel outside of Chichester, mainly to London.

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Responsibilities of all Staff Members

- Be aware of the work of the other departments in the achievement of CFT's aims
- Take an active part in communicating and co-operating with other staff and departments
- Follow guidelines, procedures and policies provided by the company in relation to financial management and personnel records
- Work in accordance with the Equal Opportunities policy of CFT
- Be aware of, and comply with, the rules and legislation pertaining to Health and Safety at work
- Take part in such working groups and committees as might from time to time be required for the fulfilment of departmental and/or company aims
- Maintain a clean and safe working environment at all times
- Be an active ambassador for CFT, its aims, objectives and values
- Commit to CFT's environmental policies to reach net zero and collaborate with us in finding innovative solutions towards more sustainable theatre-making

Essential Criteria

- Proven experience in a professional Theatre Sound department
- Knowledge of fundamental audio practice and theory
- Experience in technical theatre stage sound, including the rigging and focusing of speakers, and other equipment, ideally within a producing environment
- Experience of programming and operating digital sound control systems with specific experience on Digico Theatre software and Yamaha digital audio equipment
- Experience of line by line mixing of larger scale plays and musicals.
- Experience of working with Radio Microphone systems, frequency co-ordination and running mic plots
- Experience choosing and using a broad variety of professional audio equipment
- A sympathetic approach to creative concepts and the ability to realise the requirements of Sound Designers, Designers and Directors
- The ability to be self-motivated and work well as part of a team under minimum supervision
- An ability to work safely at height using appropriate access equipment
- Excellent punctuality and good time management
- An open mind to new and different ways of working and the ability to acquire new skills when needed
- The ability to communicate with staff at all levels
- Ability to plan and prioritise work effectively and to work well under pressure
- Good communication skills – both written and verbal
- Good logistical skills
- Commitment to finding innovative and reliable solutions to the challenges of design and delivery of the company's work
- Flexible approach to working, including the ability to work unsocial hours.
- Interest in and commitment to making theatre accessible to all community sectors, and to CFT's Equal Opportunities Policy

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Desirable Criteria

- A practical knowledge of LOLER, PUWER and other relevant Health and Safety regulations
- Commitment to achieving high standards with the resources available
- Experience of Health & Safety practise and procedures
- Experience of installing and operating projection systems
- Technical drawing skills
- Knowledge of CAD, MS Office
- Full UK Drivers Licence

A few more things...

We're an Equal Opportunities employer. We embrace and celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives and skillsets. We passionately believe that the more diverse and inclusive we are, the better we'll be as a company, an employer, a community hub and a theatre. We actively encourage applications from people that have been traditionally under-represented in the arts.

We really value people who will bring unique perspectives and will add new knowledge to our team. The Theatre has an equality of opportunity approach and aspires to give everyone the chance to achieve their potential.

You may already have seen that CFT are Disability Confident and are committed to creating a diverse and inclusive culture. We welcome applications from individuals with disabilities and are committed to providing an inclusive recruitment process, including making reasonable adjustments to support all candidates.

CFT have a range of policies and procedures in place which promote safeguarding and safer practice across our organisation.

All appointments are made subject to satisfactory reference and proof of eligibility to work in the UK.