# Deputy Head of Sound

## at the ROYAL COURT

**Salary:** £40,591.20 (gross) per annum (£780.60 (gross) per week (BECTU Grade 2))
**Hours:** 40 hours per week, 5 days a week
**Contract:** Permanent, Full Time

*Royal Court Theatre, 51 Sloane Square, London SW1W 8A*
*The Jerwood Theatres at the Royal Court Theatre*
*The English Stage Company Limited at the Royal Court Theatre*
*Registered in England & Wales company number 539332*
*Registered charity number 231242  VAT number 238 9311 47*

## ABOUT THE ROYAL COURT

The Royal Court is the writer's theatre - the leading national and international force for championing, cultivating and supporting theatre writers. Through work on our stages alongside national and local projects, we pioneer the theatrical form, explore big ideas, empower new voices – and in doing so enrich and enliven audiences and communities through transformative experiences.

## OUR COMMITMENT TO YOU

Working at the Royal Court means being part of a team that values artistic freedom, innovation, dissonance, and ambition. Whether you're backstage, front of house, in the rehearsal room or behind a desk, your voice matters.

The Royal Court is committed to fostering an inclusive and collaborative culture in which everyone can do their best work. We are particularly keen to receive job applications from individuals with protected characteristics currently under-represented in our workforce, particularly including Black & Global Majority and D/deaf & disabled applicants.

We ask everyone who works with us to sign up to our Code of Conduct, which sets out the fundamental principles for how we work together: guidelines and expectations against which we can all be held accountable, and take action if things go wrong. You can find out more about Our Commitments here.

## ABOUT THIS ROLE

**Job Title:** Deputy Head of Sound
**Line Manager:** Head of Sound
**Supervisory responsibility:** Freelance Staff and Operators

### Main Purpose

The Deputy Head of Sound supports the Head of Sound in the delivery and management of all sound requirements for Royal Court productions across two theatres and related projects, contributing to and upholding the highest production values and ensuring all technical work is undertaken safely and efficiently within allocated resources.

This is a key role within the Production team at the Royal Court, combining excellent technical ability with the people skills and experience to support the Head of Sound and the wider production team, including management of casual staff. The Sound department is one of four Production departments at the Royal Court – the others are Stage, Lighting and Costume.

## RESPONSIBILITIES

**Productions**

- Working with creative teams and production managers of individual productions to realise designs on schedule and within allocated resources, ensuring the department works professionally, efficiently and safely.
- Taking the lead as Production Sound Engineer as required, on productions in both our theatres and elsewhere, assisting visiting Sound Designers to realise their design ambitions within assigned parameters.
- Deputising for the Head of Sound in their absence
- With the Head of Sound, recruit, induct and schedule freelance staff and operators.
- Operate sound for performances as and when required on productions, learn shows as an understudy to the sound operator, and operate sound for events or hires
- Organise and assist with all aspects of rigging sound and communications equipment as typical for productions including Working at Height.
- Co-ordinate purchases and hires for productions working with the Head of Sound to efficiently manage the budget for each show.
- Maintain up-to-date plans, drawings, archive recordings and show files relating to each production
- Facilitating accessible performances, in liaison with the FOH team.

**Maintenance**

- Take responsibility for organising routine maintenance and inspection of equipment including electrical testing.
- Maintain sound-related building infrastructure including paging, voice alarm and network.
- Lead on management of the workshop including stock levels, consumables and tools.
- With the Head of Sound undertake installation of wiring and special projects.
- Ensure all statutory routine inspection and testing takes place within time limits
- Build and maintain a good working relationship with contractors and suppliers used by the Sound Department.

**Health and Safety**

- Supporting the Head of Sound in ensuring best health and safety practice at all times, both on stage and backstage.
- Ensuring all backstage areas (including workshop, amp rooms and equipment storage) are kept clear, clean and as tidy as possible at all times.
- Undertaking risk assessments and method statements (RAMS) for all aspects of the work undertaken by the sound department, when required to do so by the Head of Sound or the Production Managers.
- Actively promoting a positive health and safety culture and environment at all

times when working at the Royal Court or elsewhere on behalf of the company
- Being fully conversant with the Royal Court's health and safety policy and supporting key staff with
- Overall responsibilities for health and safety.
- Acting as an appointed first aider and Fire Marshall if required

**Departmental Management**

- Supporting the Head of Sound in the day-to-day management of the freelance sound staff.
- Take an active role in scheduling staff and resources alongside the Head of Sound.
- Attend and contribute to departmental meetings, scheduling meetings and full staff meetings
- Providing support for other technical and building departments if required.

**Sustainability**

- Supporting the Head of Sound in upholding the Royal Court's sustainability policy, ensuring we continue to work sustainably and strive to reduce energy consumption and manage resources responsibly.
- Working to ensure the department remains committed to sustainable practices and contributing to the ongoing development of our sustainable practice by suggesting new initiatives.

**General**

- Play an active part in development, promotion and implementation of all company policies, including anti-racism, anti-oppression, representation, access, environmental sustainability and health and safety.
- Attending company and departmental meetings as required.
- Attending Royal Court productions, readings and other events when required.
- Keeping up to date with current sound technology and best practice, including attending trade shows, manufacture demos and training courses
- Supporting the Theatre Manager and the FOH / Bar and Kitchen staff on external hires and one-off events when required.

*This job description is a guide to the nature of the work required of Deputy Head of Sound. The post holder may be required to undertake other duties appropriate to the nature of the post as agreed with the Head of Sound.*

## PERSON SPECIFICATION

**Essential:**

- Previous experience of working in a similar role a producing theatre.
- **Experience of working with professional sound designers on productions, fostering an approachable and supportive environment sympathetic to the designers' visions and concepts**
- A solid understanding of the production process including sound design.
- Knowledge and experience of Digico and Yamaha mixing consoles.
- In-depth knowledge and skill using Qlab and Mac computers.
- Experience of managing and running teams.
- Excellent communications skills.
- **Confidence in rigging sound equipment including working at height, using access equipment and ladders.**
- **Strong IT skills including Level 3 network infrastructure, Dante, Autocad and Microsoft Office.**
- Knowledge of sound editing software (Protools, Logic & Ableton).
- Experience of sound recording including Podcasts, voiceovers and other studio sessions.
- A positive attitude and willingness to support and help others.
- Ability to respond to problems creatively, calmly and positively.
- A keen interest in new technology and the wider industry.

**Desirable:**

- A formal qualification in audio networking.
- Harness training and an IPAF license is desirable, though training will be given.
- Evidence of training in electrical maintenance and testing

***In bold are the criteria which will be used to shortlist candidates.**

## TERMS AND CONDITIONS

| | |
|---|---|
| **Hours** | 40 hours per week, 5 days a week.<br><br>Due to the nature of this role evening and weekend work will be required and you may be asked to work additional hours from time to time. |
| **Contract** | Full time/Permanent |
| **Salary** | £780.60 (gross) per week (BECTU Grade 2) with overtime as per SOLT/BECTU agreement. |
| **Holiday Entitlement** | In line with SOLT/BECTU agreement |
| **Pension** | The English Stage Company operates a defined contribution pension scheme. All eligible staff members will be automatically enrolled after three months' service and contributions will be made at the current rates as set by the Pensions Regulator, which is 8% of qualifying earnings (3% employer/5% employee). For more details, please visit: https://www.gov.uk/workplace-pensions/joining-a-workplace-pension<br><br>All permanent members of staff who have completed their probation period are entitled to join the English Stage Company's salary sacrifice pension scheme, where contributions will be matched up to a maximum of 5% of gross salary provided that the minimum total contribution under auto-enrolment rules is met. |

## BENEFITS

- Complimentary and discounted tickets for performances, subject to availability and the Royal Court's staff ticket policy
- Discount on meals and drinks in the Royal Court's Bar and Kitchen
- Cycle to work and season ticket loan schemes
- Free life insurance
- The Cinema Society – Cinema discounts
- Discretionary days leave at Christmas
- Staff social events
- Commitment to professional development, with access to a suite of training resources and personal budget
- Dog friendly office