

July 2024

Thank you for your interest in the post of Head of Sound.

This pack includes information on Stratford East, the job description, person specification and details on how to apply. Please read all the information carefully before starting your application. Only relevant information will be considered when shortlisting applicants for interview. You may find it helpful to look at the Stratford East website www.stratfordeast.com for general information on the theatre's policies, current programme and past history.

We would like all applicants to know that if they need additional support during the recruitment process we are happy to make reasonable adjustments.

Supporting statements can be submitted in written, video or audio format, please see the application form for more details.

To apply for the post, please:

- Complete an application form. Use the Supporting Information section on the form to explain why you are interested in this role and how your experience and skills match the person specification.
- Complete the equal opportunities monitoring form via this link: [Applicant Monitoring Form](#) (optional)
- Enter your details on our online submission form: <https://hr.breathehr.com/v/head-of-sound-36440> and upload the application form.
- When submitting your application form via our website, please ensure your full name is part of the file name of the document you upload.
- Do not submit CVs, as these are not accepted.

The deadline for receipt of completed applications is **Midday on Monday 29 July. Applications received after Midday on the deadline date will not be accepted.**

It is intended that initial interviews will take place w/c 05 August.

We may ask you to carry out a task as part of the interview process. We give as much notice as possible

ahead of a task. We are happy to make reasonable adjustments for applicants, if needed, to complete the task.

We look forward to receiving your application and thank you for your interest in Stratford East.

Stratford East

Stratford East is here to make truly great theatre in an atmosphere that welcomes all, with extraordinary shows that are affordable by all in the beating heart of East London.

Stratford East is a producing theatre, built in 1884, in the heart of East London, situated a short walk from Stratford station. We have a proud history and an exciting future. We represent our culturally and socially diverse community in the work we make, the people we employ and our audiences and participants. We tell stories that are current, political and representative of London.

From 1953 – 1979 the theatre was the home of Joan Littlewood's legendary Theatre Workshop Company. The Company received international recognition with their acclaimed productions such as *Oh, What a Lovely War!* and *A Taste of Honey*. Many leading actors, writers and directors have been part of the Theatre Royal Stratford East family including Meera Syal, Barbara Windsor, Don Warrington, Sheila Hancock, Indhu

Rubasingham, Tanika Gupta, Roy Williams and Cynthia Erivo.

Under Nadia Fall's Artistic direction, we present a bold programme of reimagined classics, timely revivals and ground-breaking new work. Our current season includes a new production to celebrate the 30th Anniversary of Jonathan Harvey's coming-out and coming-of-age story *Beautiful Thing*, *Jack and the Beanstalk* as our annual pantomime, and a revival of the Stratford East hit musical *The Big Life*.

Alongside our work on stage, we run a Learning and Participation offer that is accessible and inclusive to all, with the aim to develop creative talent for people of every age. We run a range of programmes to create a lasting impact for our local community which aims to:

- provide routes into the industry, across all theatre departments, with a particular focus on diversifying those coming into the workplace, ensuring the theatre workplace of the future is a diverse and skilled one; and
- provide opportunities to people of all ages to develop their creative talents and engage with the work of the theatre, ensuring that there is a creative outlet to the widest possible constituency.

Governance and Finances

Stratford East is a registered charity (Charity Name: Pioneer Theatres Ltd) and a company limited by guarantee. Stratford East Trading Limited is a subsidiary

of the charity and operates the bar and catering provision. We are overseen by a non-executive Board of Directors chaired by Dame Margaret Hodge MP. The Board delegate day-to-day management of the theatre to its Executive Team: Nadia Fall (Artistic Director and CEO) and Eleanor Lang (Executive Director).

We have an annual turnover of approximately £3.5m and our work is funded through four main sources: grant income from Arts Council England and the London Borough of Newham; box office income; fundraising income from trusts, businesses and individuals; and other earned income which includes commercial hires, catering and front of house sales.

Safeguarding and Safer Recruitment Practises

Stratford East is committed to safeguarding and embeds safeguarding in all of its working practices.

As part of our recruitment process, we ask applicants to agree to undertake a DBS check and complete a self-disclosure form, if applicable to the role.

If required, applicants will need to complete a self-disclosure form if invited to an interview. The completed form should be brought to the interview in a sealed envelope, marked 'confidential'. The envelope will only be opened, and the contents reviewed, as part of our referencing process, if the candidate is successful. All unopened disclosure forms will be shredded.

References are only sought for successful candidates, when referees are approached, we will ask them to assess the candidate's suitability for the role if it involves working with children, young people, and vulnerable adults.

JOB DESCRIPTION

Job Title:	Head of Sound
Reporting to:	Head of Production
Responsible for:	Casual Technical Staff
Key Working Relationships:	Head of Lighting, Head of Stage, Production Managers, and freelancers.

MAIN PURPOSE OF THE POST

To be responsible for all aspects of the day to day running of the Sound Department at Stratford East and to support the Head of Production in facilitating the sound requirements of each production and the efficient management of the department. The role will also cover the overseeing of performance video needs alongside the Head of Lighting and will support the Learning & Participation team in the development of technical courses.

The role will be based at Stratford East but may be required to work in other venues on Stratford East productions.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Under the instruction of the Head of Production to facilitate the audio requirements of the show – liaising with the Sound Designer on produced and incoming shows.
- Recruit and supervise freelance and casual technical staff
- Ensure the safe and efficient getting in/out, rigging, focusing and operation of sound and video equipment for Stratford East productions, co-productions, and hires, within the schedule and budget limits agreed with the Head of Production, Producer and/or Production Manager of incoming shows in both the main house.
- Working shows as Sound Operator, programmer, or production Sound engineer
- Undertake pre-show preparation – research, costing, ordering kit/consumables, as required and within the parameters of defined budgets.
- Ensure the maintenance and tidiness of Sound Department areas of work – including control room, sound position, amp room, sound store etc to the satisfaction of the Head of Production, reporting any faults immediately.

- Maintain in good repair all equipment (including PAT testing) and other stock items in the Sound Department advising on damaged equipment /reduced stock when appropriate.
- Attend production meetings, progress meetings, read-throughs and rehearsals as required
- Liaison with other departments regarding the planning of TRSE productions
- Assist other members of the production departments as and when required– working particularly closely with the Head of Lighting in the delivery of Video for productions
- Work as designer, when required, on productions for the main stage, and any other event under the remit of the Sound Department.
- Ensure good housekeeping in all technical areas of the theatre.
- Work with the Head of Production in the recruitment and training of new staff and casual workers. An emphasis on in work training and apprenticeship opportunities is part of Stratford East's vision for staff development in the industry.
- Be aware of and adhere to Health and Safety guidelines and Codes of Practice.
- Be a proactive member of the production team.
- Work with the maintenance department to carry out any general building repairs as requested by the Head of Production.
- Any other duties commensurate with this post

Health and Safety

- Work closely with Head of Production to create and maintain a safe working environment
- Producing risk assessment and method statements
- To be a proactive member of the Health and Safety committee

Other

- Work as designer, when required, on one-night productions, L&P productions, and any other events under the remit of the lighting department
- Generate ideas for the efficient and effective running of the production department
- Work closely with the Learning and Participation department to facilitate any technical courses.

General

- To represent the Theatre at some events, conferences, and meetings
- Maximise income and minimise expenditure wherever possible, without jeopardizing the quality of the work or the reputation of Theatre Royal Stratford East
- Be familiar with and abide by all Stratford East Company Policies including, but not limited to, our Equal Opportunities Policy, Dignity at Work Policy and Health and Safety Policy
- Undertake any other duties as appropriate to the post

PERSON SPECIFICATION

	Essential	Desirable
Experience and Knowledge		
Minimum of 3 years experience in producing theatre	X	
Experience of rigging and focusing sound and AV equipment.	X	
Proven experience of using analogue and digital sound desks and using Qlab.	X	
Experience of sound design.	X	
Experience and proven skill in mixing live sound for theatre and music.	X	
Experience and knowledge of equipment maintenance: speaker repair, PAT testing etc.	X	
Experience of rigging, focusing and operating projection and video distribution equipment.	X	
Experience working in a producing theatre.	X	
Proven ability to read and understand ground plans and technical drawings.	X	
Experience supervising staff.	X	
Sound working knowledge of Health and Safety legislation as pertains to this area.	X	

Experience of using Catalyst video software.		X
Experience of using AutoCAD		X
Experience of equipment maintenance including PAT testing.		X
Health & Safety training (LOLER, Manual Handling etc).		X
Working knowledge of AutoCad.		X
Personal Attributes		
Ability to lead, manage and motivate a team	X	
Highly organised, with an ability to prioritise and multi-task	X	
Excellent communication skills	X	
Ability to remain calm whilst working under pressure	X	
Qualifications (if applicable)		
A clean driving license.		X
First Aid at Work training.		X

INFORMATION

Stratford East is committed to a policy of equal opportunities embracing diversity in all areas of activity and positively welcomes applications from disabled people and people of all ethnicities.

Contract type: Full time, permanent

Salary: £38,000 per annum, plus overtime

Hours of Work: Normal working hours will be a minimum of 39 hours per week, excluding breaks. The normal hours are worked, over five days, Monday to Saturday inclusive. Overtime is payable for hours worked in excess of this and for hours worked on Sundays, Public Holidays and overnight. Regular evening, weekend and overnight work will be required.

Holidays: 30 days per annum including bank holidays. This will increase by 1 day for each full holiday year of service completed to a maximum total of 33 days. Holiday is pro rata for part time roles.

Probation: 6 months

Notice Period: 2 months (after probation)

Pension: Up to 5% matched pension contribution after qualifying period

Other Benefits: Season ticket loans, Cycle to Work Scheme, complimentary theatre tickets, staff catering discount, Employee Assistance Programme (support and advice via phone and online for on various matters including legal, debt, counselling etc.)

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