



LEEDS PLAY HOUSE

SENIOR SOUND TECHNICIAN

Recruitment Pack

If you require this Recruitment Pack in a different format, please contact the HR & Learning team on 0113 213 7280 or recruitment@leedsplayhouse.org.uk



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



**THE LIZ & TERRY BRAMALL
FOUNDATION**



QUARRY THEATRE
850 CAPACITY



BRAMALL ROCK VOID
100 CAPACITY



COURTYARD THEATRE
420 CAPACITY

QUICK FACTS

3 THEATRES

5 MAIN REHEARSAL & STUDIO SPACES

c175,000

AUDIENCE PER YEAR

OVER 19,500 PEOPLE

CONNECTED THROUGH PLAYHOUSE CONNECT

10M

TURNOVER

+

THIS **SHORT FILM** WILL
HELP YOU UNDERSTAND
WHAT WE'RE ALL
ABOUT.

- Restaurant and café
- Two bars
- Conferencing and events
- Public gallery space
- Dedicated space for young people

leedsplayhouse.org.uk

[f](#) [i](#) @leedsplayhouse



WHO WE ARE

Leeds Playhouse has been one of the UK's leading producing theatres for 55 years. It is an award-winning theatre and a cultural hub, a place where people gather to tell and share stories and engage in world class theatre. It makes work which is pioneering and relevant, seeking out the best companies and artists to create inspirational theatre in the heart of Yorkshire.

Its warm welcome was recognised at the **UK Theatre Awards**. In 2022, **Leeds Playhouse** was named **Most Welcoming Theatre**, recognising its daily endeavors to make the building an inviting, engaging, creative, accessible and inclusive hub at the heart of the Leeds City Region. For the last three years, leading performers in Playhouse productions have been named Best Performer in a Musical and, in 2024, the Playhouse's production of *Oliver!* was named Best Musical.



WHAT WE DO

Alongside the work on its stages, the Playhouse works creatively with the people, artists and communities of Leeds through its innovative, sector-leading Playhouse Connect programme. Focussing on two key areas – Learning & Skills and Creative Communities – Playhouse Connect engages with thousands of people in the region each year. As part of this work, its Artistic Development programme, Furnace, engages with theatre-makers, providing a creative space to refine their practice at all stages of their careers; it builds, develops and sustains projects to connect with refugee communities, young people and students, older people and people with learning disabilities; it hands over spaces to communities to use in ways they choose, from breakdancing to roller-skating, craft markets to tea parties, enlivening the building whilst fostering deeper relationships; and works in-residence around the city, connecting with people on their doorsteps.

As a registered charity, **Leeds Playhouse** relies on the support of valued partners to make great things happen. It is grateful for the continued support of **Arts Council England, Leeds City Council, The Liz and Terry Bramall Foundation** and the many charitable trusts, business partners and individuals that continue to support the vital work of the theatre.

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THE ROLE

We are recruiting for a technician with experience of sound within the events and entertainment industry to join us in the role of Senior Sound Technician within our Sound team.

You will be responsible for contributing to the delivery of Sound support for productions in our three venues, community driven projects across our city, and creative projects as part of our digital development programme.

You will be working in collaboration with colleagues across our production department in support of external creative teams, visiting companies, and offering technical expertise to our digital development programme.

The Sound team enables delivery of all sound requirements for the wider Playhouse building as well as all activity within the three performances venues, Quarry Theatre, Courtyard Theatre and Bramall Rock Void. This can be a wide range of activity from full-scale musicals with live orchestras; theatre productions with pre-recorded composed music; community bands and choirs; conferences and events; stand up comedians amongst many others.

DUTIES AND RESPONSIBILITIES

THE MAIN DUTIES AND RESPONSIBILITIES OF THE ROLE ARE:

- To assist in the day-to-day management and operations of the Sound team including: despatching and taking delivery of goods; organisation, cleaning and maintenance of the workplace; cleaning, testing and maintenance of work equipment; stocktaking; movement of goods, equipment, properties and stage effects
- To program and plot sound effects and operate sound for specific productions, projects or events.
- To undertake the role of Sound No 2 or 3 for specific shows, projects or events.
- To undertake the role of Duty Sound Technician for specific productions, projects or events.
- To undertake the preparation, set-up and testing of sound equipment, electrical properties and other effects required for productions and events, working with other departments as appropriate.

PRACTICAL

- To assist with load-ins, fit-ups, technical rehearsals, and get-outs.
- To assist with the loading and unloading of vehicles.
- To undertake communications, sound equipment and building services maintenance work as required.
- To fit up, install, rig, check and operate production sound equipment as required for rehearsals, productions, projects, and events and to attend rehearsals as and when required.
- To ensure that sound equipment, communications equipment, electrical equipment, special effects equipment, audio visual equipment and, where appropriate, other production equipment is set up, adjusted and operated in accordance with the creative requirements of the sound designer, director, designer or other appropriate person.
- To check against riders, plans, plots and lists in order to determine the sound, communications and, where appropriate, other production equipment requirements of a production or event.

- To undertake vehicle driving duties as may be required.

FOLLOWING POLICY AND PROCEDURE

- To undertake stock-checks and inventory management reporting of equipment and materials.
- To adhere to all company policy and procedure, to maintain a safe, healthy working environment.
- To be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Health and Safety Policy of **the Leeds Theatre Trust Ltd.**
- To identify and report all hazards arising in the venues, work environment and in any activities undertaken.
- To follow all department policy and procedures in preparing, rigging, running and dismantling of shows.

PLANNING & ADMINISTRATIONAL TASKS

- To use and maintain the **Leeds Playhouse** online equipment information portal.
- To provide, as required, estimates of materials and labour requirements from drawings and basic specifications.

WORKING SAFELY

- To maintain a clean, tidy and safe workplace.
- To correctly and safely use a wide range of work equipment including access equipment, lifting equipment, test equipment, hand tools, power tools and machinery.
- To adopt a responsible attitude towards the proper use, care and security of premises and property belonging to, or the responsibility of, **Leeds Playhouse.**
- To ensure that all production equipment and cables used in working areas are deployed in a clean, safe, tidy and orderly condition.
- To supervise the effective and safe working of other personnel, including skilled and unskilled workers, who may be allocated to assist you with the completion of a specific task and/or project.

- To confidently work at height using a variety of different access equipment including but not limited to - tallscopes, ladders, steps and aerial work platforms.
- To undertake routine in-service inspection and testing of all sound equipment utilised by **Leeds Playhouse** Sound team to comply with relevant legislation.

GENERAL RESPONSIBILITIES

- Adhere to and implement the guidelines, procedures and policies for the company as detailed in the staff policies.
- Play a role in the life of the company and to work across departments to develop a positive and engaged organisational culture.
- Work with Playhouse Connect to open up the theatre's creative processes to a wider range of communities, including people engaged in learning.
- Be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Health and Safety Policy of **Leeds Playhouse**.
- To have a positive attitude to environmental issues. To have a pro-active role in the development and action of environmental policy and procedures relevant to the Sound team in particular and the Playhouse as a whole.
- To have a positive attitude to and willingness to engage with and seek continual improvement in areas of inclusion and anti-racist practice at **Leeds Playhouse**, including our Plan for Change and Action for Change development initiative.
- To be willing to undertake training and development as required.

ANY OTHER DUTIES

The duties and responsibilities set out are not exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

KEY RELATIONSHIPS

The role of Senior Sound Technician is part of the Sound team, which sits within the wider Production directorate.

You will be line managed by the Head of Sound.

KEY INTERNAL RELATIONSHIPS

- Head of Sound
- Deputy Head of Sound
- Production and Technical staff
- Production Managers
- Stage Management
- Lighting team
- Costume team
- Front of House teams
- In-house Creative teams
- Other Production teams
- Technical Director

KEY EXTERNAL RELATIONSHIPS

- Sound Designers
- Composers and Orchestrators
- Musical Directors
- Musicians
- Performers
- Production Sound Engineers
- Touring Production staff
- Audio Describing team

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

If you do not demonstrate that you meet all these criteria, you may not be shortlisted.

- Professional experience working as a theatre sound technician in either a receiving house and/or producing venue.
- Working knowledge of both digital and analogue sound systems.
- Proven skills in the application of sound for events and theatre productions.
- Proven experience of operating and programming DiGiCo SD10T and SD9T mixing consoles.
- Proven experience programming and operating QLab show control software.
- Proven experience mixing sound for small events and conferences.
- Demonstrated ability to work to given deadlines.
- Ability to fault-find technical problems.
- Self-motivated and proactive work ethic.
- Proven ability to work both without supervision and as part of a team.
- Willingness to work evenings and weekends.
- Ability to work confidently and safely at height.
- Computer literacy – including use of Microsoft Office software packages.
- A basic working knowledge of electrical principles.
- Experience of using good Health & Safety practices in a theatre environment.

DESIRABLE REQUIREMENTS

If we need to choose between candidates who meet the essential criteria, we may take these factors into account:

- A formal qualification in technical theatre.
- Working knowledge of Pro-Tools and/or Logic Software.
- Experience of using d&b loudspeaker systems and associated d&B system design/control software.
- Experience of Dante digital audio systems and protocols.
- Full, clean driving licence.

EMPLOYMENT TERMS SUMMARY

CONTRACT

Permanent, full-time contract.

Any offer we make is subject to:

- receipt of 2 satisfactory references
- proof of eligibility to work in the UK
- successful completion of probation period

SALARY

£26,062 per year, plus BECTU/UK Theatre commercial get-outs and overtime payments.

Salary will be paid monthly on 20th of each month covering the period from the 1st of that month to the end of the calendar month. All overtime is paid in arrears.

HOURS

Full time – 40 hours per week over 6 days.

Evening, weekend and some Public Holiday work will be required.

There may be occasions when you are required to work outside the normal hours outlined. You are entitled to be paid overtime in line with the overtime policy in effect in your department.

PROBATIONARY PERIOD

12 weeks.

NOTICE PERIOD

4 weeks.

LOCATION OF WORK

Your main place of work will be Leeds Playhouse. You may be required to work permanently or temporarily at other locations in the Leeds City Region. You may be asked to work temporarily in other locations in the UK.

12-week relocation payment available for those whose current base is over 40 miles away from Leeds Playhouse.



BENEFITS

PENSION

Auto-enrolment in a Standard Life Pension, unless you opt out, with 3% employer contribution.

HOLIDAYS

5 weeks per holiday year, plus Statutory Bank and Public Holidays, rising with length of service.

BENEFITS

- 2 paid wellbeing days a year.
- Free employee assistance service.
- Corporate gym and swimming discount.
- Staff ticket discount.
- Staff discount in Playhouse food and drink outlets.
- Inhouse counselling services with a BACP counselling professional on site (by referral).
- Voluntary Cash Health Plan (optional).

HOW TO APPLY

TO FIND OUT
MORE, PLEASE
CONTACT OUR
TEAM AT
[production@leeds
playhouse.org.uk](mailto:production@leedsplayhouse.org.uk).

PHOTOGRAPHY CREDITS

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Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for 3 months before being destroyed if you are unsuccessful, and for up to 12 months if you are successful.

HOW TO APPLY

To apply for this post please complete the online application form and diversity monitoring form which can be found on the job opportunities page, under the job role you are applying for. Data from your diversity monitoring form will not be shared with the recruitment panel.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact recruitment@leedsplayhouse.org.uk.

INTERVIEWS FOR DISABLED CANDIDATES

Leeds Playhouse is a member of the Disability Confident scheme. Subject to capacity, we will interview candidates who identify as disabled who demonstrate that they meet all the essential criteria for the job.

EQUAL OPPORTUNITIES

Leeds Playhouse is committed to promoting equality and opportunity in its employment practices. In particular, the company aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, or religious beliefs. Disabled candidates will not be treated less favourably on the grounds of their disability.

SAFEGUARDING

The Playhouse takes safeguarding seriously, and operates an environment where all staff are expected to report any concerns about children, young people or adults at risk, or about the behaviour or practice of colleagues and other people they come into contact with.

A photograph of a man and a woman interacting at an event. The man, on the left, has dark curly hair and glasses, wearing a teal polo shirt and a lanyard with a badge that says 'LEEDS PLAYHOUSE'. He is smiling and pointing at a smartphone held by the woman. The woman, on the right, is wearing a yellow knit beanie, a colorful patterned scarf, and a purple sweater. She is holding the smartphone and a yellow drink in a clear cup. The background is dark with some blue bokeh lights. A large, semi-transparent orange vertical bar is on the left side of the image.

THANK YOU

FIND US AT

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Quarry Hill, Leeds LS2 7UP
leedsplayhouse.org.uk
0113 213 7700