

A Leeds Playhouse, Birmingham Rep and Nottingham Playhouse production, in association with Actors Touring Company.



# SMALL ISLAND

Sound No. 1

Leeds Playhouse, Birmingham Rep & Nottingham Playhouse  
Recruitment Information Pack

If you require a different format of this Recruitment Pack, please contact the HR & Learning team on 0113 213 7280 or [recruitment@leedsplayhouse.org.uk](mailto:recruitment@leedsplayhouse.org.uk)

# Small Island

Journey from the sun-drenched shores of Jamaica to the cold, grey streets of 1940s London in **Small Island**.

A powerful and intimate portrayal of **Andrea Levy's** multi award-winning novel, adapted for the stage by **Helen Edmundson**. Directed by **Matthew Xia**, designed by **Simon Kenny**, with sound design by **Adrienne Quartly** and music by **Luke Bacchus**, this bold staging offers a fresh perspective on a world shaped by empire and entitlement, caught between belonging and unbelonging, disappointment and hope.

Four unforgettable characters bring this Windrush story to life: Hortense and Gilbert, determined Jamaican migrants in search of belonging and respect; Queenie, an Englishwoman who defies convention; and Bernard, her husband, struggling with change. Together, they discover love across culture, colour and class – and the fragile hope of a shared future.

Spanning decades and continents, this brand-new production draws on the joyful rhythms of calypso and the harsh realities of postwar Britain to explore the emotional truth of our collective history, brought vividly to life through music, striking visuals and a compelling story you will never forget.

The Production will open at **Leeds Playhouse** before transferring to **Birmingham Rep** and on to **Nottingham Playhouse**.

## About Leeds Playhouse

At **Leeds Playhouse** we are a creative hub for the city and beyond, a place where people and communities come together to tell and share stories and to experience world class theatre that is pioneering, relevant and spectacular. Our packed and varied theatre programme sees audiences of over 200,000 people per year across our three theatre spaces, on tour and online, and our exceptional in-house productions are nationally renowned, winning two **UK Theatre Awards** in 2024 and receiving an **Olivier** nomination in 2025.

Creative community engagement and artistic development are every bit as important to us as our internationally acclaimed work on stage, as people are at the heart of everything we do. Our sector-leading Playhouse Connect team works with almost 20,000 people aged 0 – 95 every year, and our Artistic Development programme nurtures and supports hundreds of locally rooted artists across all career stages. Committed to making theatre available to everyone, the Playhouse is a pioneer of accessibility, being the first theatre in the country to create Relaxed and Dementia Friendly performances and the first **Theatre of Sanctuary** for refugees and people seeking asylum.

Our newly redeveloped building was re-opened in 2019 to create a spacious, beautiful and accessible home for exceptional theatre and for the communities we serve.

Whilst we're incredibly serious about what we do, we provide a warm, friendly and relatively informal environment for our staff and for the companies we welcome into our building.

Check out our mission and vision at [leedsplayhouse.org.uk/about-us/who-we-are/](https://leedsplayhouse.org.uk/about-us/who-we-are/)

# Summary of the Role

*Small Island* is a co-production between Leeds Playhouse and Birmingham Rep and Nottingham Playhouse and is in association with Actors Touring Company. The production will open at Leeds Playhouse.

We are looking for a Sound No. 1 to be part of the Sound team at Leeds Playhouse from Monday 2 March 2026. You will be in Leeds throughout the Playhouse run and then will go on to Birmingham and Nottingham to deliver the shows there. It will be a 10-week contract over 11 weeks in total including a one-week break.

The post will be one contract with Leeds Playhouse for the duration of the production.

## Key Contract Dates:

- Monday 2 March 2026 (fit up & final week of rehearsals in Leeds)
- Thursday 5 March 2026 (Technical Rehearsals)
- Wednesday 11 March 2026 (Preview 1)
- Tuesday 17 March 2026 (PRESS)
- Saturday 28 March 2026 (Close & Get out Leeds)
- Monday 30 March 2026 (Get In Birmingham)
- Wednesday 1 April 2026 (Open)
- Saturday 18 April 2026 (Close & Get out Birmingham)
- w/c 20 April 2026 – break week
- Sunday 26 April 2026 (Get In Nottingham)
- Tuesday 28 April 2026 (Open)
- Saturday 16 May 2026 (Close & Get Out Nottingham)

## Access

We embrace diversity in all its forms and positively encourage applications from a diverse range of candidates. **We encourage applications from Global Majority candidates.**

Leeds Playhouse are members of the Disability Confident scheme. Subject to practicalities in the event of a large number of applications, we will interview all candidates who identify as disabled and who demonstrate that they meet all the essential criteria that they are given an opportunity to evidence on the application form.

Please clearly state on your application if you are disabled, and if you need any adjustments to participate in the recruitment process. Remember that the panel will not see information on your Inclusion and diversity monitoring form. You are not asked to provide the panel with details of any disability at this stage of recruitment - just what we may need to change to help you fully participate in the application process.

# Main duties and responsibilities

The main duties and responsibilities for the role are:

- Show lead for the Sound team, liaising with Sound departments at each venue who will be supporting the production.
- Responsible for all aspects of the management, supervision and scheduling of members of the Sound team, in liaison with the Production Manager, Company Manager and in-house Head of Sound/Technical Director.
- To work collaboratively with other departments to ensure the smooth running of the show.
- To ensure all sound equipment is cleaned and ready for each performance with sound check completed to ensure equipment is in working order for that performance.
- To maintain the supply of equipment and consumables required to run the show within budget as approved by Production Manager and Company Manager. Keeping financial records up to date.
- To keep all sound references, cue sheets up to date – in both physical and digital formats.
- To operate the sound mix for performances as instructed by the Sound Designer.
- To have an awareness of understudy and swing performances ahead of each show, in liaison with the Company Manager, and to make the appropriate adjustments necessary, if any.
- To attend rehearsals, technical rehearsals, dress and understudy rehearsals as required.
- To attend EPK recordings as required.
- To attend and participate in get ins, fit ups, and get outs as required, including emergency calls in the event of equipment failure or other incident particularly if there is a risk of the cancellation of a performance.
- Acquiring a familiarity with all plots / tracks within your department so you are able to provide absence cover, and to ensure your department keep all plots / track information up to date both in digital and paper formats.
- To deal with emergency repairs to sound equipment.
- To ensure all body worn consumables are assigned to the company appropriate to production design and to the protected characteristics of each individual.
- To follow Producers' Health & Safety policies and procedures and other policies at all times, and to ensure all members of the department adhere to the policies and procedures of local venues where relevant to the production.
- Maintaining good relationship with the hire company and suppliers.
- To recognize where maintenance work requires equipment to be replaced in good time by the hire company or suppliers or with the in-house team. Bring this to the attention of the Production Manager / Company Manager or In-house team at venues so it may be scheduled appropriately to ensure no show delays.
- To ensure good housekeeping, security and safety procedures for the department are

carried out.

- To contribute positively to a good working environment for all – where everyone feels respected, safe and included.
- Any other duties as may be reasonably required in the course of your duties or as instructed by the Sound Designer, Company Stage Manager, Production Manager or Producers from time to time.

## General Responsibilities for Leeds Playhouse

- 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, a 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.

## Any other duties for Leeds Playhouse

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 Sound No. 1 is part of the Sound department.

You will be managed by the Technical Director and Production Manager for the duration at Leeds Playhouse, and by the Production Manager and Venue Technical Director/Head of Production at Birmingham Rep and Nottingham Playhouse.

## Key Relationships at Leeds Playhouse

- Deputy Head of Sound
- Technical Director
- Senior Producer
- Members of other departments throughout the Playhouse

## Key Production Relationships

- Production Manager
- Sound Designer
- Composer
- Sound No. 2 – local to each venue
- Local Sound teams
- Production Sound Engineer
- Director
- Company Stage Manager
- Stage Management Team
- Wardrobe Team
- WHAM Team
- Acting Company
- Staff at Birmingham Rep & Nottingham Playhouse as appropriate

# Person specification

## Essentials:

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

- Experience of DiGiCo family desks and Theatre 'T' software – SD10T ideally.
- Experience of QLab.
- Experience of DANTE.
- Strong understanding of network principles.
- Strong experience of live mixing microphones and playback audio.
- Experience with wireless microphone systems especially Shure radio mics.
- Ability to troubleshoot.
- Ability to adapt work in accordance with performance and venue requirements.
- Ability to work as part of a team as well as individually.
- Experience of leading a team.
- Experience of Sound No. 1 in a UK touring or regional rep theatre production.
- Strong communication and organisation skills, with high level of empathy, integrity and confidentiality.
- A positive can-do attitude.
- Calm, confident, understanding and adaptable.
- Positive approach to equity, diversity and inclusion, with willingness to train in and develop those areas.

## Desirable:

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

- Experience of touring / transferring productions and a keen interest in travel.
- Current First Aid at Work certification.
- Health & Safety qualifications / certification.

# Terms & Conditions

**Period of work from Monday 2 March 2026 to Sunday 17 May 2026, with a break w/c 20 April 2026.**

Fixed-term contract

## Pay

Starting from £900 per week PAYE, paid monthly on or around 20th of each month. (There is also an option to be contracted on a freelance basis).

Fee based on 48-hour week buy-out pro-rata the duration of the contract (480 Single Time over 10 weeks). Any hours above that pro-rata will be paid at Time & A Half.

Subsistence of £235 per week at Leeds Playhouse subject to location of home address. Touring Allowance of £300 per week at Birmingham Rep & Nottingham Playhouse subject to location of home address. Rate after 5 April 2026 will be subject to UKT/Equity agreement.

We are open to a negotiation on all of the above.

## Hours

Full Time including evening and weekend work – hours as required from Production schedule and Performance schedule, including understudy calls, EPK and any work required for smooth transition to tour.

Fee based on 48-hour week buy-out pro-rata the duration of the contract (480 Single Time over 10 weeks). Any hours above that pro-rata will be paid at Time & A Half.

## Offers

Any job offer we make is subject to:

- Receipt of 2 satisfactory references
- Proof of eligibility to work in the UK

## Non-contractual benefits

- Free-to-use employee assistance service
- Staff ticket discount
- Staff discount in Playhouse food and drink outlets
- Corporate gym and swimming discount
- Voluntary Cash Health Plan (optional)

# How to apply

To apply for this post please complete the online application form and diversity monitoring form which can be found on the vacancies 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](mailto:recruitment@leedsplayhouse.org.uk).

## Guidance

We embrace diversity in all its forms and positively encourage applications from a diverse range of candidates. **We encourage applications from Global Majority candidates.**

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.

Leeds Playhouse runs an online application form for submissions – This is a Microsoft Forms. You will find the online application form on the vacancies page [www.leedsplayhouse.org.uk/about-us/vacancies/](http://www.leedsplayhouse.org.uk/about-us/vacancies/), under the job role you are applying for.

You must complete the form as well as submit a CV for your application to be considered.

**As a guide to navigating the form, the general questions you will be asked for this role are as follows (the wording might slightly differ):**

### SECTION 1: About you

1. Do you consider yourself to be disabled?
2. Do we need to make any adjustments to help you complete your application, or to take part in the selection process (for example for you to come to an interview)?
3. What do you want us to call you?
4. What is your formal forename?
5. What is your surname/ family name?
6. What is your address including post code?
7. What email address can we use to contact you about this application?
8. What phone number (preferably a mobile number) can we contact you on?

### SECTION 2: How you are suited to this role, and why you are interested in it

9. Please write a supporting statement below letting us know why you are suitable for this role (approach this section like a covering letter)

Be clear about why you are applying for this role and how your skills, knowledge and experience match what we are looking for. Ensure you have read the job description and directly relate your statement to the person specification we are asking for. If you do not demonstrate that you meet all these essential criteria, you may not be shortlisted.

10. In order to apply for this role you must also email your CV to [production@leedsplayhouse.org.uk](mailto:production@leedsplayhouse.org.uk) Please state in the subject line which job role(s) you are applying to e.g. "CV for Small Island Sound No. 1"

Confirm that you have sent your CV

## SECTION 3: Our Recruitment Process (Optional)

11. Please can you tell us how you became aware of this opportunity?
12. Have you applied for work at Leeds Playhouse before?

## SECTION 4: Declarations

13. Please select whether UK National / European Citizen / neither
14. Do you have “unspent” convictions under the rehabilitation of Offenders Act?
15. Do you have a close personal relationship with anyone in the line management chain you are applying to join or with a senior manager or Board member of the Playhouse?
16. If successful we will need to take up two references. We will only contract your referees if you are our preferred candidate after the selection process has taken place  
**Reference 1:** This should normally be your manager (or HR team) at your current employer Name / Job title / Company they work for / Work Email address / Work address / Work phone number
17. **Reference 2:** This should be someone who knows you well enough to provide information about you and (where applicable) your work. If your referee is from a previous job, they should be a manager or HR person currently employed by there. Name / Job title / Company they work for / Work Email address / Work address / Work phone number

Then finally we will ask you a few questions based on consent of storing and using data, confirmation that, to the best of your knowledge, the information you have provided is accurate and not misleading.

We will remind you to complete our Inclusion and Diversity Monitoring Form, and then you can click to submit your application.

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.

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## Key statements for Leeds Playhouse

### 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.

## Find out more

Please contact Judith Cloke, Technical Director at Leeds Playhouse for more information:  
[production@leedsplayhouse.org.uk](mailto:production@leedsplayhouse.org.uk)

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