



LEEDS PLAY HOUSE

HEAD OF SOUND

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



QUARRY THEATRE
850 CAPACITY



BRAMALL ROCK VOID
100 CAPACITY



COURTYARD THEATRE
420 CAPACITY

QUICK FACTS

3 THEATRES

5 MAIN REHEARSAL & STUDIO SPACES

c193,000

AUDIENCE PER YEAR

OVER 19,500 PEOPLE

CONNECTED THROUGH PLAYHOUSE CONNECT

10M+

TURNOVER

+

- Restaurant and café
- Two bars
- Conferencing and events
- Public gallery space

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



WHO WE ARE

Leeds Playhouse has been one of the UK's leading producing theatres for 55 years. We are an award-winning cultural hub, a place where people come together to share stories, spark creativity and experience world-class theatre in the heart of Yorkshire.

At the heart of our purpose is a belief in the transformative power of theatre. We are driven by a social mission – to create work that speaks directly to the people of Leeds, reflects their lives, and opens up new possibilities for everyone who calls this city home. Our productions, projects and partnerships are rooted in the belief that culture should be accessible to all, and that theatre can be a catalyst for change.

The Playhouse has a proud history of inclusive practice, community connection and civic responsibility. We work closely with people across our region to ensure our work is representative, relevant and resonant. Our commitment to inclusivity is embedded in everything we do, from our artistic programme to our participation work and building design.

This warm, open approach has been recognised nationally. In 2022, **Leeds Playhouse** was named **Most Welcoming Theatre** at the **UK Theatre Awards**, a testament to our commitment to creating an accessible, inclusive and creative space at the heart of the Leeds City Region. Our productions continue to receive national acclaim. In 2025, our production of *Animal Farm* won the **UK Theatre Award for Best Revival** and a range of our productions were nominated for **Olivier, Black British Theatre, Asian Media** and **What's On Stage Awards**. For three consecutive years, Playhouse performers have won **Best Performer in a Musical**, and in 2024 our production of *Oliver!* was named **Best Musical**.

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THE ROLE

The Head of Sound is responsible for the day-to-day management of the Playhouse's Sound department with requirement to rig, operate sound maintain equipment and deliver sound services for all events and productions for the Playhouse. You will lead the Sound team to support designers, directors and all manner of artists in realising their vision.

The Head of Sound leads the Sound department. The Head of Sound is line manager to the Deputy Head of Sound and the Senior Sound Technician, and all other personnel engaged to work in the Sound department, including staff temporarily seconded to the department. You will also provide technical support to our Studio Theatre Technicians in the Bramall Rock Void.

You will work collaboratively within our production team, but also with the wider Playhouse community; supporting the work of our producing team, visiting companies, our Furnace programme and our Playhouse Connect team.

The Head of Sound is a key senior appointment within the Production department and, as such, is expected to adopt a responsible attitude towards policies, line management, and maintaining effective working relationships with other departments within **Leeds Playhouse**.

DUTIES AND RESPONSIBILITIES

THE MAIN DUTIES AND RESPONSIBILITIES OF THE ROLE ARE:

Management of all day-to-day operations of the Sound department, including but not limited to:

- To prepare staff rotas and supervise the work of all sound staff to maximise the efficient use of budgets and resources. Ensuring all events and operations required by the venue are appropriately staffed.
- To take responsibility for all persons working in the Sound Department and to communicate effectively with them regarding their duties and responsibilities.
- To be responsible for the motivation, training and general welfare of all members of the Sound Department, including persons seconded to the department, and to ensure their work is of the highest standard.
- To liaise with all relevant parties including Sound Designers, Composers & Production Sound Engineers to determine the production sound and communications requirements for all events and productions at the Playhouse.
- To prepare, agree and control budgets for the sound requirements for all events and productions at the Playhouse to achieve best value and maximise use of resources.
- To manage petty cash, purchase orders and all other financial transactions in accordance with the financial operating procedures of the Playhouse.
- The good management of the organisation's sound resources, including inspections, servicing and maintenance.
- To be responsible for the Health and Safety management of all activities undertaken by the Sound Department. Oversight of good health and safety practices within and between departments.
- To be responsible for all communications systems throughout the building including Qsys paging and background music systems, Tecpro and Clearcom wired comms, Motorola radio systems and all associated frequency/licensing requirements.

- To contribute to the management of Leeds Playhouse by attending and actively contributing to meetings and communicating effectively at all times.
- To undertake all record keeping required by The Performing Rights Society and to keep all records that may be required for the completion of returns to all bodies concerned with the use of copyright music.

DUTIES AS A MEMBER OF THE SOUND TEAM

- To lead in the recruitment of full-time, freelance and casual members of staff as required.
- To lead the team and assist with stage get-ins , fit-ups, get-outs and with the loading & unloading of vehicles including working at height as required.
- To correctly and safely use a wide range of work equipment including access equipment, lifting equipment, test equipment, wood & metal working tools and machinery and keep all premises and areas under the control of the Sound Department clean & well maintained.
- To support the Studio Theatre Technicians as required on the delivery of Bramall Rock Void productions and other events.
- To Liaise with other Production Department HODs for visiting companies, working with Lighting & Video Department to achieve their technical requirements.
- In liaison with the Theatre Manager, support the Audio Description team on the delivery of Audio Described Performances, both live & pre-recorded, ensuring all access equipment , both Audio Description and Deaf Loop in all venues, including conference rooms are well maintained and in good working order.
- Good liaison with Company Manager, Acting Company and Costume & WHAM departments to ensure that all personal sound equipment is appropriate to each individual.
- To maintain and manage the use of the in-house Recording Studio both for internal use and for visiting sound designers as required.
- To implement the requirements for all events and productions to meet deadlines, agreed budgets and to the highest standards.

- To assist with Sound duty cover for specified performances as and when required.
- To maintain all equipment to full operational specification, to be responsible for the security and operation of the equipment.
- To undertake the construction and testing of sound equipment, electrical properties and other effects in conjunction with other departments as appropriate.
- To undertake vehicle driving duties as may be required.

GENERAL RESPONSIBILITIES

- Adhere to and implement the policies and procedures of **Leeds Playhouse** as detailed in the staff policies, including but not limited to
 - Safeguarding,
 - Health and Safety
 - GDPR and data protection
 - Access & Inclusion
 - Environmental sustainability.
- Contributing to **Leeds Playhouse's** Plan for Change and intentions to become an anti-racist organisation.
- Working with all other departments to ensure that the people of Leeds have access to the resources **Leeds Playhouse** has to offer.
- Playing a role in the life of the company and working across departments to develop a positive and engaged organisational culture.
- 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 Head of Sound is the head of department of the Sound team, which sits within the wider Production directorate.

You will be line managed by the Technical Director.

KEY INTERNAL RELATIONSHIPS

- Deputy Head Of Sound
- Senior Sound Technician
- Studio Theatre Technicians
- Production Managers
- Stage Management
- Lighting & Video department
- Stage Department
- Front of House teams
- Creative teams
- Technical Director

KEY EXTERNAL RELATIONSHIPS

- Sound Designers
- Composers
- Musical Directors
- Orchestral Managers
- Audio Description service providers – both live and pre-record
- Sound No. 1s, 2s and other touring sound staff
- Film makers
- Corporate Events organisers
- Visiting companies
- Community companies

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

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

- A good understanding and demonstrable experience of working in a professional theatre sound environment with experience in leading a sound department in a theatre or on large scale touring circuit.
- Excellent knowledge and understanding of current sound equipment and practices.
- Thorough knowledge of DAWs, QLab and the ability to program as required.
- Thorough knowledge of DiGiCo SD Series digital sound desks and Theatre version software.
- Experience of d&b sound systems, d&b R1, Arraycalc and other related software.
- Thorough knowledge of Dante protocols.
- Experience of the set-up and mixing live sound on large scale theatrical productions – either as Sound No. 1 and/or as Lead Production Sound Engineer.
- Computer literate on both Mac and PCs. Experience of computer networking and Microsoft Office software.
- Knowledge of Health and Safety legislation and procedures in the theatre industry.
- Budgetary management experience.
- Skills in staff recruitment, training, motivation and supervision.
- Experience in the use of multiple radio microphone systems, both digital and analogue.
- Ability to work well within a dedicated production team.
- Ability to work with and support all other departments as required.
- Ability to work under pressure.
- Demonstrated ability to work to given deadlines.
- Excellent organisational and time management skills.
- Willingness to work evenings and weekends as required.

PERSON SPECIFICATION

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.
- CAD skills in Autocad and/or Vectorworks.
- Prior experience of sound design for theatre.
- Experience of studio recording including the use of Pro Tools and Logic Pro software.
- Experience of Cat5/Cat6 Ethernet Networks & Dante Audio Protocols.
- Experience of d&b Soundscape.
- Experience of QSC Q-SYS and Q-LAN.
- Full, clean driving licence.
- Experience working with live bands / theatre touring.
- Interest in musical theatre and/or music.

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

£32,983 per year, plus BECTU/UK Theatre commercial get-outs and overtime payments.

Basic salary paid monthly, on or by 20th of month, covering full calendar month from 1st to end of month. Overtime is paid in arrears.

HOURS

Full-time of 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

6 months.

NOTICE PERIOD

12 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)

leedsplayhouse.org.uk

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HOW TO APPLY

TO FIND OUT MORE,
PLEASE CONTACT
OUR TEAM AT
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. See the end of this job pack for details required in the application form.

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.



THANK YOU

FIND US AT

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