

## Job Summary

---

### Head of Sound

- Responsible to:** Technical Director
- Responsible for:** Senior Sound Technician  
Freelance and casual sound technicians and operators
- Salary:** £39,015 per annum plus some overtime.
- Benefits include:** Contributory pension scheme; season ticket loan scheme;  
training and development opportunities.
- Holiday:** 25 days per annum pro rata, rising by one day for each full financial year worked to a maximum of 30.  
3 days per annum can be specified as annual leave by Young Vic management.
- Probationary period:** 3 months
- Notice period:** 2 weeks during probationary period, 3 months thereafter.

#### **The Production Department:**

The purpose of the Production Department is to create and run to the highest standards all the technical aspects of the Young Vic's productions and related projects, in partnerships with directors, designers and project leaders. The aim is to help creative teams achieve their artistic vision within the agreed timescales and budgets to the highest possible standards.

## Job Description

---

### Head of Sound

**Responsible to:** Technical Director

**Responsible for:** Senior Sound Technician; freelance and casual sound technicians and operators.

#### Key Objective:

To take lead responsibility for the delivery and management of sound requirements for Young Vic productions and related projects, and contribute to the creation of the highest standards in all the theatre's producing work.

#### Production Responsibilities:

- To work with creative teams and Production Managers of individual productions to realise the production's sound design to the highest standard within allocated resources.
- To provide costings for individual productions sound requirements.
- To be responsible for all sound equipment hires and purchases within agreed budgets.
- To act as default PSE on Main House Shows and organise all aspects of rigging sound, communications and video infrastructure.
- In conjunction with the Head of Lighting to be responsible for all production video requirements.
- Recruiting, managing and scheduling of sound operators and technicians, in liaison with the Technical Director and Production Managers
- To archive and maintain accurate records detailing all aspects of a production's sound requirements, including the maintenance of the shows video both on hardware and online
- To fulfil the PRS reporting requirements of each production.
- Provide show cover if required.
- On occasion to act as Associate Sound Designer on productions.

#### Departmental Responsibilities:

- To actively contribute to the effective operation of the Production Department's work, ensuring that flow of information both within the Department and to others is clear, accurate and timely.
- To support the Technical Director in the effective management of the Production Department.
- To recruit and manage freelance and casual sound technicians.

- To take lead responsibility for planning and supervising the maintenance and testing of sound equipment.
- To maintain the theatre's stock of sound and video equipment at an appropriate level, advise on new sound equipment purchases and plan an equipment replacement schedule
- To organise the sound requirements of co-productions, visiting companies and Young Vic productions elsewhere.
- Licensing of all radio frequency equipment.
- To undertake the training of new and casual staff in sound, and other technical matters as required.
- To personally and with other staff ensure compliance with all safety procedures and statutory regulations.
- To participate in department administrative and HR systems as required.
- Keep up to date with current sound and video technology.
- In liaison with the Technical Director, provide technical support and management for the work of other departments, including the Taking Part and Development Departments, as required, but with specific responsibility for sound.
- To oversee the use and maintenance of the AV studio and seek to optimise its usefulness both for those within the organisation and beyond.
- To oversee all access requirements including Captioning and Audio Description.
- To fulfil the role as 'Head of Access' Including annual inspections of all ladders and access equipment.

## **Budget Holding:**

- To be responsible for managing the sound stock and maintenance budgets, in liaison with the Technical Director.
- To administer individual show sound budgets, as allocated by the show Production Manager.

## **Sound design**

- To provide sound design services for productions, in-house events, projects, workshops and other activities as required

## **General**

- Any other reasonable duties required to assist the Production Department or the Young Vic operation as a whole.
- To be familiar with and be personally responsible for acting within the Equal Opportunities and Health and Safety Policies of the Young Vic.
- To actively participate in and support the work experience programme of the Young Vic.
- To be an active and supportive member of the Young Vic staff team.
- To provide the highest level of customer and audience care and service at all times whilst a member of the Young Vic staff team.



- To sit on the Young Vic staff panels as appropriate.
- To actively seek out and help implement improvements in the way we work.
- From time to time you may be required to work on YV projects away from the Young Vic Theatre.

#### **Freelance Work**

- Periods of unpaid leave may be requested to undertake external freelance work and may only be taken with the written agreement of the Technical Director.

## Person Specification

---

### Head of Sound

#### Essential Skills

- A good understanding and demonstrable experience of working in a professional theatre sound environment.
- Excellent knowledge and understanding of current sound equipment and practices.
- Thorough knowledge of DAW's, QLab and the ability to program.
- Thorough knowledge of Yamaha digital sound desks.
- Thorough knowledge of Dante protocols.
- Computer literate on both Mac and PCs. Experience of computer networking.
- A good knowledge and understanding of current AV equipment and practices
- Knowledge of Health and Safety legislation and procedures in the theatre industry
- Budgetary management experience.
- Skills in staff recruitment, training, motivation and supervision.
- Ability to work well within a small dedicated production team.
- Ability to work with and support all other departments.
- Ability to work under pressure, on occasions.
- Excellent organisational and time management skills.

#### Desirable Skills

- CAD skills in Vectorworks or AutoCAD
- Full clean driving license
- Working at height training
- Knowledge of BECTU and MU agreements
- Prior experience of sound design for theatre