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**JOB DESCRIPTION**

**Job Title:** Sound Technician

**Responsible to:** Head of Sound

**Responsible for:** Casual Technicians (supervisor) Other Freelance Staff within the Production and Technical Department (supervisor)

**Key Relationships:** Head of Sound, Head of Stage & Workshop, Head of Production, Technical Manager, Head of Lighting & Video, Head of Wardrobe, Company Stage Manager, Artistic Department, Learning Department, Freelance Creatives.

**Budget responsibility:** None

**Salary:** £26,829 - £29,810 per annum.

**Hours:** Standard working week is 39 hours Monday to Saturday.

**Purpose of Post**

The Sound Technician is a member of the Production & Technical team and will also work closely within the wider organisation. To assist the production department in achieving the highest standards in the delivery of technical and production requirements for Derby Theatre Productions and related projects.

The role will predominantly support all sound aspects of produced productions and the received programme. Working directly with artistic, technical, and production teams.

Although this role is centered on sound, the team at Derby Theatre work flexibly and the person filling this post will be expected to work in other areas as needed.

**Key Responsibilities**

**Production**

* To actively contribute to the effective operation of the Technical and Production department’s work.
* To provide technical support on produced and received shows as well as all learning projects.
* To assist the Head of Sound with responsibility for all relevant equipment, including maintenance and annual service.
* To assist the Head of Sound with compliance of all relevant Health and Safety procedures and statutory regulations.
* To assist the technical team in the administration of incoming companies, touring venues and other organisations when required.
* To lead and supervise casual staff as and when required.
* Supervise those involved in day-to-day technical operations.
* Work to construct production elements as directed by the Head of Sound.
* Operate and mix shows during production runs as required.
* Provide support to technical team during fit-ups and get-outs.
* To assist the technical team in keeping the workplace in a safe and tidy manner.
* Provide training and supervision to people working in the technical areas.
* Undertake training as required.
* Work closely with touring companies, directors and designers to ensure their artistic vision can be safely delivered.
* Directly supervise the work of casual technicians.
* To assist with the safe and efficient storage and maintenance of all sound equipment.
* To be a proactive member of the production team promoting and maintaining high production values.

**Learning**

* Working cross-departmentally to actively promote and understand the values and mission of the Learning Theatre, including delivering workshops, careers days and tours.
* To provide technical support in learning productions and projects.
* To actively participate in and support the work experience programme within Derby Theatre.

**Health & Safety**

* Being familiar and complying with current Health & Safety regulations relevant to the industry.
* Comply with Health & Safety in all backstage and onstage areas, adhering to the in-house Health & Safety policy and with Health & Safety regulations generally.

**Environmental**

* To keep up to date with environmental best practice in the theatre industry, such as the Green Book.

**General**

* To deputise in the absence of the Head of Sound
* Ensure all departmental equipment is appropriately stored, maintained, and serviced and keep a good record of maintenance.
* Ensure backstage areas are kept in an excellent state of cleanliness at all times.
* To provide the highest level of customer and audience care at all times.
* To act as Duty Technician, as required, taking responsibility for the security of the building, its occupants and associated equipment.
* To drive company vehicles as required.
* To actively support and promote Derby Theatre’s Learning Theatre model, including a commitment to engage with the University of Derby’s Theatre-related higher education provision; to contribute to learning opportunities such as work experience, placements, and the theatre’s role as a learning environment.
* To keep up to date with developments in the industry as they relate to your role.
* To take an active role in the team and staff as a whole, and to attend team, departmental or cross-organisation meetings as required.
* To act always in the best interests of Derby Theatre, protecting intellectual property and confidential information at all times.
* Supervise fit-ups and get-outs.
* Plan and carry out repairs, alterations and improvements to the department.
* To carry out any other duties as may reasonably be required from time to time, commensurate with the level of the post.
* We expect all Derby Theatre staff to work in a flexible manner to effectively deliver their role and in line with the objectives of the company, including the Learning Theatre model, Equality and Diversity, and Sustainability.

**Person Specification**

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| **Criteria** | **Essential/**  **Desirable** | **Method of Assessment** |
| **Knowledge and Skills** | | |
| Understanding of H&S Regulations, particularly in electrical environments | **Essential** | Application, Interview |
| Ability to programme and troubleshoot digital mixing consoles | **Essential** | Application, Interview |
| Read and interpret technical drawings | **Essential** | Application, Interview |
| Ability to mix small to mid-scale shows | **Essential** | Application, interview |
| Excellent IT skills | **Essential** | Application |
| Knowledge of Health and Safety legislation relating to the role | **Essential** | Application, Interview |
| Knowledge and experience of video programming | **Essential** | Application, Interview |
| IPAF and Tallescope training and qualification | Desirable | Application, Interview |
| Training in First Aid at Work | Desirable | Application, Interview |
| Full UK driving license | Desirable | Application, Interview |
| **Experience** | | |
| Experience and comprehensive understanding of technical theatre | **Essential** | Application, Interview |
| Proven leadership and communication skills; with an ability to remain calm under pressure | **Essential** | Application, interview |
| Experience of working with designers, directors and creative team | **Essential** | Application, interview |
| Experience working on fit ups and get outs | **Essential** | Application, interview |
| Experience of programming digital sound desks for small to mid-scale shows | **Essential** | Application, interview |
| Experience of Qlab operation/programming | **Essential** | Application, interview |
| Experience of counterweight flying | Desirable | Application, interview |
| Experience of both produced and received theatre | Desirable | Application, interview |
| A proven track record of supervising staff in a similar sized venue | Desirable | Application, interview |
| Experience of working with and supporting students and young people | Desirable | Application, interview |
| **Personal Attributes** | | |
| A passion for theatre and supporting the creative process through organisation and problem solving | **Essential** | Application, interview |
| The ability to take control when needed; remain calm under pressure | **Essential** | Application, interview |
| A strong all-round communicator with good literacy, numeracy, and IT skills | **Essential** | Application, interview |
| An excellent team-player able to integrate and communicate  with multiple departments | **Essential** | Application, interview |
| A desire to improve and learn new skills | **Essential** | Application, interview |
| A willingness and ability to support learners of different ages, including students and young people | **Essential** | Application, interview |
| Ability to work evening, weekends, and public holidays, as required | **Essential** | Application, interview |
| Ability to work unsupervised | **Essential** | Application, interview |
| Ability to carry out the physical demands of the role, including working at height and get ins & get outs | **Essential** | Application, interview |
| To demonstrate the ability to work with and support other departments | **Essential** | Application, interview |

This job description is intended as a guide to the nature of the work required of this position, it is neither wholly comprehensive nor restrictive and is subject to review.

**MAIN TERMS & CONDITIONS OF SERVICE**

**Salary:** £26,829 - £29,810 per annum.

**Hours:** Standard working week is 39 hours Monday to Saturday.

Evening, weekend and bank holiday working will be required.

**Holiday:** 28 days per annum, including Bank Holidays, rising to 33 days over five

Years.

**Pension:** Derby Theatre operates a contributory pension scheme provided by NEST.

**Probation:** This post is subject to a six-month probationary period.

**Notice** One month during probationary period, two months thereafter.

**Benefits:** Complimentary or discounted tickets to selected shows (non-transferable and subject to availability) and discount in selected Derbion stores.

**HOW TO APPLY, IN FIVE STEPS**

1. Visit our website www.derbytheatre.co.uk to download an application form. **You must fill in this form to apply as no CVs will be accepted.**
2. You may choose to respond to the **PERSONAL STATEMENT** as a video or audio file. If so, please attach the files in an mp4 format, ensuring that they are no higher than 10MB or send via a we transfer link <https://wetransfer.com/>.
3. If you can, please **save the file as a PDF** with your name in the file name.
4. Read our guide to ‘Applying for a job at Derby Theatre’ for information about the application process.
5. Email your completed application form, or files to [jobs@derbytheatre.co.uk](mailto:jobs@derbytheatre.co.uk) and complete our Equal Opportunities form which can be found here <https://derbytheatre.co.uk/about-us/work-with-us/equal-opportunity/>

**Closing Date:** 20th August 2025 at 9am

**Interview Dates:** Friday 29th August 2025

**What should I expect if I am invited to an interview?**

We aim to make the interviews as accessible and engaging as possible, and we want you to talk about yourself and your work experience in a relaxed and friendly setting.

We believe an interview is a chance for you to find more information about the role, us as an organisation and for you to get a sense of whether this is the right environment for you.

With this in mind, we have designed an interview process which will enable potential candidates to meet members of the team and partners, see some of the spaces you might be working in, and of course a chance to talk about you and your work experience.

We aim to actively champion and celebrate diversity in all its forms. We are committed to equality of opportunity for all of those we work with and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

We positively encourage disabled people, people of African or Caribbean heritage, South Asian heritage, East Asian heritage, West Asian heritage, Central Asian heritage, South East Asian heritage and people of Middle East and North African heritage and those who have experienced racism. By the term ‘those who have experienced racism’, we are referring to individuals who have experienced discrimination based on the colour of their skin, race and/or their culture.

We guarantee to interview any candidate with a disability who meets the essential criteria for the role.