

MACBETH - HEAD OF SOUND AND MIX COVER - JOB DESCRIPTION

Job: Head of Sound and Mix Cover

Responsible for: Sound Department

Salary: Above BECTU minimum <https://solt.co.uk/what-we-do/rates-of-pay/solt-bectu/>

Probationary Period: 6 weeks

Contract: 6 day week, evening and weekend work will be required

Start date: September 2024 – exact date TBC

Location: The Harold Pinter Theatre

Preferred: Minimum 3 years experience as Head of Sound on a West End show or equivalent

Personal Attributes: High level of self-awareness, empathy, integrity and confidentiality, detail orientated, strong communication and organisational skills, ability to work as part of a team as well as individually, a flexible approach to working unsociable hours and a positive attitude.

Responsibilities may include but will not be limited to:

- Leading a sound department of 4: HOD, No.1, No.2, No.3, including scheduling and recording of hours, training and having an awareness and understanding of the Producer's employment policies;
- Be part of the day-to-day set-up, checks of the show and take lead responsibility for the operation and maintenance of all equipment used by your department;
- Take part in headphone testing prior to the house opening;
- Work with FOH team to teach FOH staff and supervise headphone checks;
- Be an "accessibility guru" working actively during audience incoming periods, liaising with FOH and direct interactions with patrons to provide individualised access solutions. Ref: <https://macbethwestend.co.uk/audio-information/>
- Mix cover for the No.1. There are 14 radio mic's on cast, plus a wireless 4-piece band on IEMs. There are a large number of sound cues, which are self-cued, plus hot-keys on a Launchpad. There is a backstage duplicate rig of the sound operation position to enable learning of the show using live inputs from the performance.
- Maintaining the Production as instructed and dictated by the creative team in line with the artistic requirements and direction of the Production;
- Working in accordance with the Producer's Health and Safety policy, which may include working at height and using appropriate safety equipment and clothing;
- Comply at all times with the rules and regulations in force at the venues under the control of the Production;
- Taking lead responsibility for ensuring that all the statutory health and safety training required for yourself and your departmental team members is up to date, personally attending any such training required for your position, ensuring departmental staff do the same and maintaining up to date departmental training records;
- Managing departmental staff absences and ensuring an adequate level of show cover at all time;

- Liaising with the Company Stage Manager, creative team members, technical heads of department, stage management, the acting company and theatre staff to ensure the efficient flow of information as necessary for the smooth running of the show;
- Attending all rehearsals, show calls, maintenance calls, 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 that you are able to provide absence cover for other members of your department as required, in addition to ensuring that your staff are trained to cover other plots/tracks as required;
- Having an awareness of understudy performances ahead of each show and making necessary adjustments, if any;
- Reading and responding to show reports;
- Compiling and keeping updated cue sheets and other relevant show paperwork, both soft and hard copy, to such a level as to ensure an accurate reference to allow the Production to be remounted at a later date;
- Managing petty cash for your department and the timely placing of any orders for goods and equipment as approved by the Producer;
- Maintaining good relationships with hirers and suppliers;
- Liaise with any third party as the Producer may reasonably require for the purposes of publicising or promoting the Production;
- Such other services as are customarily provided by the Head of Sound in relation to the production of a first-class stage play; and
- Any other duties as may be reasonably required in the course of your duties or as instructed by the Company Stage Manager, Production Manager, General Managers or Producers from time to time.

To apply, please send your CV with a short covering letter to joinus@playfuluk.com with your name and the role you are applying for in the subject line. Please note all applicants must have the right to work in the UK.