

## Assistant Head of Sound & Video

### Job Description

### Person Specification

**DEPARTMENT:** Technical – Sound & Video  
**REPORTING TO:** Head of Sound & Video

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### POSITION SUMMARY

#### MAIN JOB FUNCTION

In conjunction with the Head of Sound & Video, provide clear and effective leadership and support of the Sound & Video team and wider Production Department. Ensure all Made at Curve and Visiting Productions are presented to the highest standard. Assist in the development and running of effective maintenance routines to ensure Curve equipment is maintained to a high standard. Take an active role in the development and mentoring of Technicians.

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### RELATIONSHIP/POSITION IN THE ORGANISATION

#### KEY WORKING RELATIONSHIPS

All members of the Production Department, Executive Producer, Artistic Director, Visiting Creative Freelance team members, Creative Programming.

**Responsible to:** Head of Sound & Video

**Responsible for:** Senior Sound & Video Technicians, Sound & Video Technicians, Casual Technicians, Apprentice Technicians.

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### JOB DESCRIPTION

#### DUTIES/RESPONSIBILITIES

1. Work to a high, professional standard in the preparation and running of performances throughout the building.
2. Assist in the day to day running of Curve's Sound and Video team, including Rota and budget management.
3. Contribute to the smooth running and leading of get-ins, fit ups, rehearsals, performances, changeovers and get outs.
4. Ensure all productions are presented to the highest standards and make proper use of available facilities.
5. On allocated productions act as Production Sound Engineer, or Running Production staff (Sound No.1 - Mix, Sound No.2 – RF Engineer) for Made at Curve Productions.
6. Assist with the planning and preparation of the theatre to the specifications for visiting companies, including liaising with wider Curve teams, visiting technical departments.

7. In conjunction with the Head and wider production department, help plan and deliver an effective programme of building and equipment maintenance, including the updating of relevant records and H&S paperwork. Take a lead in some areas of maintenance, ensuring high standards are sustained within the wider team.
8. Within the agreed department framework, schedule and plan working hours and holiday for full time staff.
9. Assist with the recruitment, induction, and scheduling of Casual Technicians.
10. Actively support the Head of Department with the management, development and welfare of Technicians within the Sound & Video Team.
11. Work alongside contractors, freelancers and artists and assist them in their work on fit ups and production periods, ensuring all areas are ready for technical rehearsals.
12. Assist in ensuring that adequate stocks of consumables are held and all working and storage areas are kept safe and tidy.
13. Fulfil role of Key Holder for the building, ensuring safe lockup and securing of Curve and associated sites as required.
14. Maintain the security and confidential status of all information so designated and to conduct all activities in a professional manner at all times.
15. Comply with and uphold the principles of relevant legislation and company policies and procedures.
16. To uphold the principles of, and adhere to, company policy and procedures relating to General Data Protection Regulations and to ensure that all data is dealt with in accordance with current legislation.
17. Be an ambassador and advocate for Curve and promote Curve's company values and behaviours.
18. Undertake any additional tasks as may reasonably be required from time to time.

It is a requirement of Curve that all staff work in a flexible manner compatible with their jobs and in line with the objectives of the company. The Assistant Head of Sound & Video will be required to work weekends and evenings for the proper performance of their duties. Please note that the job description for this position may be reviewed and amended to incorporate the future business needs.

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## **PERSON SPECIFICATION**

**Essential: the successful candidate will meet the majority of these requirements**

### ***Experience***

- A minimum of 3 years' experience within a producing theatre environment.
- A minimum of 1 year operating at a Senior level within a Producing Theatre.
- Experience processing Technical Riders.
- Ability to communicate with staff at all levels.
- Commitment to finding innovative and reliable solutions to the challenges of design and delivery of the company's work.
- Experience of leading a large team of staff during fit ups, with demonstrable experience of dealing with variance of skills.
- Experience providing mentorship, support and development of junior team members.
- Experience of liaising with designers and ability to interpret design concepts into achievable outcomes.
- Experience of multi space venues with complex performance schedules.



**RUTLAND STREET, LEICESTER LE1 1SB**  
**ENQUIRIES: 0116 242 3560 TICKETS: 0116 242 3595**  
**WWW.CURVEONLINE.CO.UK**

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- Experience of large-scale professional producing theatres.

### ***Skills and Knowledge***

- Skilled at rigging Sound and AV Equipment according to plans provided by designers and visiting companies.
- Skilled working with digital mixing consoles and knowledge of sound reinforcement techniques.
- Ability to produce simple plans and paperwork for the purposes of smaller scale Made at Curve Performances, Events our standard rig plans provided to external companies.
- Up to date knowledge of modern technical theatre equipment including network-based sound protocols.
- Skilled at maintaining and repairing a variety of equipment according to a planned maintenance schedule as well as ad hoc work as necessary.
- Ability to fault find to a high level.
- Computer literacy with Windows and Mac OS, MS Office Suite.
- Good logistical and planning skills.
- Good communication skills – written and verbal.
- Knowledge of Digico, Yamaha and d&b audio systems
- A practical knowledge of LOLER, PUWER, COSHH and other relevant Health and Safety regulations.
- Knowledge of safe rigging practices, including rigging and use of motor hoists, manual chain hoists, counterweight and hemp flying, knot tying, rigging fixtures, use of rigging equipment.
- A practical knowledge of electrical safety within the workplace

### ***Education, Training and Qualifications***

- Educated to a minimum of GCSE (or equivalent) level including Maths and English.
- Evidence of a continued personal development and vocational training.
- Experience of Health & Safety practice and procedures.

### ***Personal Attributes***

- Ability to maintain a positive outlook within long production periods.
- Team player.
- Commitment and desire to maintain or where possible improve planning to provide a better work life balance for technical team members.
- Able to work well under pressure and be flexible.
- Commitment to achieving high standards with the resources available.
- Commitment to equality of opportunity and staff development.
- Flexible approach to working, including the ability to work unsocial hours.
- Ability to plan and prioritise work effectively.
- Committed to the work of Curve theatre.

**Desirable: the successful candidate should meet some of these requirements**

### ***Experience***

- Experience with scheduling and rotas.



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- Experience of small-scale production or project management.
- Experience of Touring in a responsible job role.

### ***Skills and Knowledge***

- Technical drawing skills using Vectorworks or AutoCAD.
- IPAF 3a/3b, Tallescope Operator/Rescue
- A practical knowledge of LOLER, PUWER, COSHH and other relevant Health and Safety regulations.
- A practical knowledge of electrical safety within the workplace including industry relevant electrical standards (e.g BS7909).

### ***Education, Training and Qualifications***

- Full UK Driver's License.
- Technical Theatre training course certificate or degree gained at a Drama School or equivalent HE college.
- First Aid trained.

### ***Personal Attributes***

- Ability to present ideas in formal surroundings.
- Ability to deliver informal training.

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## **SUMMARY OF TERMS**

<b>Contract</b>	Full time, permanent, annualised hours (42 hours per week)
<b>Salary</b>	£33,677.28 per annum
<b>Probation period</b>	6 months, with one month's notice on both sides
<b>Notice period</b>	2 months, following successful completion of probationary period
<b>Pension</b>	Company auto-enrolment scheme
<b>Holidays</b>	25 days plus statutory Bank Holidays (pro rata)
<b>Benefits (non-contractual)</b>	Complimentary tickets Curve membership Discounted food and drinks in the Café/Bar Employee assistance programme Eyecare vouchers scheme Health cash plan Life assurance scheme Staff wellbeing programme Travel loans



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## ENVIRONMENTAL STATEMENT

At Curve Theatre, we recognise the vital importance of safeguarding the environment for current and future generations. To inspire positive change and promote sustainability, Curve Theatre has developed its 'Environment - Statement of Intent'. All work carried out at Curve will be done so with regard to this statement in order that our environmental goals can be met.

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## CURVE VALUES

**Creativity** - Nurturing imagination and talent to produce excellence.

**Community** - Working together to enrich the lives of our audiences, communities and the people around us.

**Respect** - Valuing the qualities, opinions and achievements of those around you.

**Trust** - Believing in what we do, the people we do it with, and the work we create.

**Inspire** - Encouraging people to achieve extraordinary things.

**Kindness** – Be caring and considerate to others and yourself. Treat people with dignity and empathy to cultivate a positive and healthy environment.



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