



Dear Applicant

Thank you for your interest in the position of Head of Sound and Video at Nuffield Southampton Theatres.

To apply you will need to complete an application form and equal opportunities monitoring form. When doing so, please follow these instructions:

- Please ensure you complete all parts of the application form as fully as possible.
- In the supporting information statement of the application form, please include why you are interested in this post and what skills and experience you will bring to the role from present and previous experience.
- Your application must be emailed to NST by midday Monday 16 September 2019
- Your application should be emailed to Alison Thurley [alison.thurley@nstheatres.co.uk](mailto:alison.thurley@nstheatres.co.uk)
- We are happy to accept applications in alternative formats from applicants who, for reasons of disability, may find it difficult to fill in our standard forms. If you wish to submit such an application please make sure you provide answers to all of the questions asked. We are happy to supply these in an alternative format if required.

Please note that interviews will take place at NST City, Southampton on 19<sup>th</sup> & 20<sup>th</sup> September 2019.

Many thanks for your interest in NST.

Yours faithfully

Samuel Hodges  
Director  
NST

## NUFFIELD SOUTHAMPTON THEATRES (NST)

### JOB DESCRIPTION: HEAD OF SOUND & VIDEO

Responsible to: **Technical and Production Manager**

Responsible for: **Technicians**

#### **Position summary:**

The Head of Sound is a key member of the technical team and is responsible for the safe and efficient running of the sound and video department for NST productions, events, visiting companies and hires.

#### **Key responsibilities:**

- To run the sound department and to ensure high standards of support for creative teams and visiting companies throughout the production process;
- To provide day to day supervision and effective leadership of the technical team and casual staff;
- To work as required on the pre-production set up and running of productions either at NST City, NST Campus or at other venues throughout the UK and the world;
- To support the Technical and Production Manager or relevant Production Manager in ensuring that production designs are achieved within budgetary and technical parameters;
- To monitor show reports for in house productions and ensure all department relevant notes are completed;
- To be responsible for the smooth running and maintenance of the company's sound, video and technical equipment;
- To work with the rest of the technical team to ensure that sound, video, practical effects and other technical elements of each production are supplied and maintained to a high standard;
- To liaise with performers and stage management on all sound and AV related matters to ensure that problems are dealt with quickly and efficiently;
- To lead on responsibility for all health and safety matters related to the Sound and Video department, including risk assessments, inspection records, maintenance logs and to ensure the department works in accordance with NST's Health & Safety policy;

- To produce and maintain performance and department related paperwork for running, archive, maintenance and health and safety purposes;
- To manage the sound and video department's annual budget in line with NST's accounting procedures, including purchase ordering and petty cash;
- To act as line manager for the technicians and ensure they remain motivated and engaged; this will include annual appraisals, lieu and holiday requests and departmental rotas, in line with NST's in-house agreement and the UKTheatre/BECTU agreement, as appropriate;
- In conjunction with the Technical and Production Manager, to recruit casual and freelance staff as and when required;
- To work on performances in accordance with the department rota, including get-in, fit-up and show calls;
- To act as the main point of contact for Hires allocated by the Technical and Production Manager. To include pre-hire production meetings, supporting hirer to create necessary production documents and acting as Duty Head of Department on the event;
- To provide technical support for NST events as required;
- In collaboration with the Technical and Production Manager to work to enhance the technical facilities at NST;
- To order supplies as required for productions, general department and building stock;
- To ensure the workshop and storage facilities are kept in a tidy and orderly fashion and all equipment contained within them is maintained to a suitable standard;
- To attend the first day of rehearsal, production, technical and staff meetings as and when required;
- To keep up-to-date with industry legislation/union agreements;
- Any other duties as may reasonably be required by the Director of Production.

### **About role statements**

As Nuffield evolves to meet the changing needs of a producing company the roles required of all staff will evolve. As such staff should note that this document is not intended to represent the role that the incumbent will perform in perpetuity. This role statement is intended to provide an overall view of the role as at the date of this statement.

## PERSON SPECIFICATION

### Essential

- A proven track record of working in a sound and video department for a similar sized theatre
- Extensive knowledge of theatre sound and AV equipment
- Strong programming and troubleshooting skills of DiGiCo consoles and systems
- Ability to delegate and take control when needed
- Strong communication skills
- Diplomacy, discretion, professionalism and a positive approach
- A motivated and enthusiastic self-starter who enjoys working with creative teams
- A proven decision maker
- Accuracy and excellent attention to detail
- Experience of drawing up and managing budgets
- Proven knowledge of health and safety procedures and policies
- Committed to finding innovative solutions to the challenges of sound and video design and delivery of NST's work

### Desirable

- To have held a similar position for 2 years or more
- Experience in the use of Autocad
- Recognised qualification in health & safety
- Recognised electrical qualification
- Experience and qualification in working and rescue at height
- IPAF and tallescope training and qualification
- Full UK driving licence

## REMUNERATION AND HOURS

**Salary Range:** £30684 - £34686

**Hours:** 2288 Annualised Hours based on 44 hours per week average

**Holiday:** 25 days a year (plus Bank Holidays) 277 hours

**Pension:** Statutory auto enrolment pension contribution after 3 months service (Currently 3% from employer)

**Other benefits:** Theatre tickets, training and development opportunities, staff discount on food and beverage.

**Location:** This position is based at NST City, 144 Above Bar St, Southampton, SO14 7DU and when necessary NST Campus, University Road, Southampton SO17 1TR

**Probation:** This appointment is subject to a minimum three-month probationary period