

ABBEY THEATRE Amharclann na Mainistreach | Job Description

JOB TITLE: Deputy Head of Sound

RESPONSIBLE TO: Head of Lighting & Sound

The Abbey Theatre is Ireland's national theatre and occupies a unique position in the hearts and minds of Irish people. It has two theatres; the Abbey, with a capacity of 492 seats, and the Peacock, with a capacity of 132 seats. We produce a year round programme of productions, public readings, talks, workshops and artistic development work. We produce work at home and on tour, which not only showcases Irish and international theatre but also engages with the artistic and civic life of contemporary Ireland.

Purpose of Job:

An exciting opportunity has arisen to work at the Abbey Theatre, Ireland's National Theatre. This role is a full time permanent role. The role will have supervisory responsibility, in conjunction with the Head of Lighting & Sound, for all of the Sound team activities, including scheduling for productions, get-ins, fit-ups, rehearsals, performances, and get-outs, whilst ensuring the highest possible standards are achieved.

The successful candidate will work with Sound Designers and Composers in the realisation of their ambitions, supervising the delivery of the design from inception to opening night. They will ensure sound technicians are appropriately deployed and briefed to fulfil the needs of the production, whilst also ensuring the Sound Designer's original design is maintained over the lifetime of the production.

The post will report to the Head of Lighting & Sound and as such you will be expected to deputise as required

Key Responsibilities:

The successful candidate will assist the Head of Lighting & Sound in the effective and efficient operation of the Sound team as well as the wider Lighting and Sound Department.

The responsibilities of the Deputy Head of Sound include but are not limited to:

- Working with Creative Teams and Production Managers of individual productions to realise the production's sound design.
- Ensure effective and efficient operation of the sound team, while working in collaboration with the Deputy Head of Lighting and team.
- Provide leadership and manage the sound technician team.
- Establish requirements for each production in relation to sound
- Provide equipment costings for productions in a timely fashion
- Provide labour estimates for sound delivery on all productions

- Prepare schedules for sound team, complete time sheets and holiday requests for the sound team, with final sign off from the Head of Lighting and Sound
- To undertake the training and mentorship of new staff in sound, and other technical matters as required.
- Assign personnel alongside Head of Lighting and Sound for operations of consoles, radio mics etc
- Operate Sound equipment during productions as required
- Conceive and manage the needs and requirements of the sound department, equipment and services moving forward (including Capital Expenditure, development of building requirements etc)
- To be responsible for production budgeting relating to sound. To maintain an adequate stock of consumables, tools and maintenance equipment for the running of the department.
- Provide first line maintenance of Sound equipment, ensuring all equipment is safe to use and has been PAT tested
- To attend department and production meetings as appropriate and pass on relevant information to other department members.
- To participate in the recruitment and selection of staff for the Sound Department.
- Any other reasonable duties as required as directed by the Head of Lighting & Sound,
- Collaborative working with the Deputy Head of Lighting and team will be required.

In the absence of the Head of Lighting & Sound, the Deputy Head of Sound will deputise and assume the following responsibilities:

- Attendance at meetings in lieu of the Head of Lighting and Sound. This can be agreed with the Deputy Head of Lighting
- Responsible for ensuring that the requirement of the Health & Safety Acts pertaining to electrical equipment, appliance, services and safe procedures are adhered to.
- Act as an advisor on the electrical condition of equipment and premises.
- All other reasonable duties as may be requested from time to time.

Person Specification:

The post holder should ideally have the following:

- At least five years live Sound experience in a medium to large scale theatre production company preferably with an understanding of the needs of touring productions, or similar achievement.
- Experience of team supervision with the ability to listen, give guidance, delegate and deliver informal practical training
- Excellent knowledge and understanding of analogue and digital audio principles
- Demonstrable experience with modern professional PA systems, incorporating DSP and networking for digital systems
- Proven understanding of frontline and backline communication systems, including 100V , party line, radio systems.
- Thorough knowledge of RF systems
- The ability to program and operate contemporary Sound consoles and associated equipment.
- Industry recognised certificates in working at height and electrical awareness are desirable.
- Good communication skills, written and verbal with good administration and organisational skills.
- Up to date knowledge of current Sound equipment with the ability to source information and keep abreast of new technologies and working practices.
- The ability to work calmly under pressure while supporting the needs of the department.
- Knowledge of Health and Safety legislation and procedures in the theatre industry.
- IT skills including the use of Outlook, Word, Excel and preferably Vectorworks/CAD software.

APPLICATION PROCESS:

Please e-mail the cover letter and an up to date CV to: **recruitment@abbeytheatre.ie**

The closing date for applications is 5 pm on **Tuesday, 19 March 2019**

The Abbey Theatre is an equal opportunities employer.

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DIRECTORS: Graham McLaren and Neil Murray COMPANY SECRETARY: Denis Reeves
BOARD OF DIRECTORS: Dr. Frances Ruane (*Chair*), Pádraig Cusack, Jane Daly,
Loretta Dignam, Sarah Durcan, Bosco Hogan, Peter Lowry, Kevin McFadden,
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