

Head of Sound and Video

Applying for this post

To apply for this post, you must submit a CV with cover letter and an Equalities Monitoring Form to jobs@dundeerep.co.uk. Data from your Equalities Monitoring Form will not be shared with the recruitment panel.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact jobs@dundeerep.co.uk.

The deadline for receipt of applications is Monday 3 March at midday.

Interviews will be held at Dundee Rep Theatre week commencing 10 March 2025.

Guidance

Please refer to our websites, www.dundeereptheatre.co.uk and www.scottishdancetheatre.com, to find out more about us.

Please read the job description carefully before applying to ensure you meet all the essential criteria and can provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for three months before being destroyed if you are unsuccessful. Your application will be retained for up to 12 months if you are successful.

Role Summary

Head of Sound and Video

The Head of Sound and Video is responsible for the efficient and safe running of the Sound and Video department and its equipment, managing sound and video requirements for all projects, and for the general electrical maintenance of the theatre and associated buildings. The Head of Sound and Video may also be required to act as Sound Designer for mainstage, touring and creative learning productions and events.

The Head of Sound and Video will be responsible to the Head of Production and will have key internal relationships with the Deputy Head of Production, Technical Stage Manager, Artistic Directors, Senior Management Team, members of the Production team and performers, members of the Operations and Engage teams, and the Scottish Dance Theatre Production team. The post holder will have key external relationships with sound and video designers, visiting companies, suppliers, and casual staff.

KEY RESPONSIBILITIES

- Maintenance, care and organisation of all sound and video equipment including annual portable appliance testing of equipment.
- Supervising the work of technical team members both full and part time for in-house, touring and visiting productions.
- Liaising with and providing a high-quality service to all visiting creative teams, companies, and artists.
- Safe rigging of equipment for in-house and incoming productions. Setting up and operation of sound and video for visiting productions.
- Sound and video content creation and operation on in-house productions (including attendance at rehearsals as/when necessary to ensure working knowledge of shows prior to technical rehearsal).
- Operation and organisation of equipment for touring as directed by production requirements, including liaising with other venues to ensure necessary equipment and services are available.
- Comply with company Health and Safety policies and HSE standards paying particular attention to sound and video equipment storage and operating areas to ensure a safe working environment at all times.
- Installation and replacement of electrical, sound, and video equipment within agreed production budgets.
- In liaison with sound and video designers, help lead discussion of design and preparation of the stage and equipment for in-house productions.
- Working within production budgets.
- Manage the venue communications and calls systems alongside the Chief Electrician.

- Insofar as other duties permit, provide back up and support for other departments.
- Be a key holder.
- Adhere to the Theatre's policies, which are outlined in the Staff Handbook.

This list of responsibilities is not exhaustive, and the employee may be required to perform duties outside of this as operationally required.

Person Specification

Head of Sound and Video

Essential

If you do not demonstrate that you meet all the below criteria in your application, you may not be shortlisted.

- Significant experience in sound mixing and engineering and experience of working in a sound department in a medium/large scale producing theatre.
- Knowledge of projector and video installations, software, and operation.
- Staff management experience.
- Strong administrative and organisational skills, including budget management and scheduling.
- Knowledge of electrical safety and safe working practice.
- Knowledge and experience of current Health and Safety issues and legislation.
- PC literate (including Microsoft Office and CAD).
- Knowledge and experience of working with Digico and other digital sound desks and multimedia playback software (Qlab, PowerPoint etc.).
- Excellent communication and interpersonal skills.
- Self-motivated and pro-active approach.
- Strong team player with the ability to manage and motivate a team.
- Ability and willingness to work flexible hours.

Desirable

If we need to choose between candidates who meet the essential criteria, we may take the below factors into account.

- Experience of working at manager level within a theatre context.
- A passionate interest in contemporary culture, particularly the performing arts.
- An interest in training and skills development for emerging theatre, dance and music practitioners.

Terms And Conditions

Head of Sound and Video

Hours

37.5 hours per week, Monday to Friday 09:00 – 17:30 (although times can be flexible to suit the candidate's needs if fitting with business requirements).

Some evening and weekend work will be required.

Pay

The salary range for the post is £28,000 – £31,000 per annum dependant on experience.

Holiday

29 days per year inclusive of public holidays. The holiday year runs from 1 April to 31 March each year.

Notice Period

The notice period will be three months.

Location of work

Your main place of work will be Dundee Rep. We will support remote working.

Other benefits

Contributory staff pension, after three months of service.

Non-contractual benefits

- Staff tickets to DRSDT produced shows
- Staff discount in Rep Restaurant

Dundee Rep and Scottish Dance Theatre Ltd is a Real Living Wage Accredited Employer who strives to be an equal opportunities employer and is supported by Creative Scotland and Dundee City Council

Equal Opportunities

Dundee Rep and Scottish Dance Theatre Limited is committed to promoting equality and opportunity in its employment practices. In particular, the Organisation aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, disability or religious beliefs.

Guaranteed Interview Scheme

Dundee Rep and Scottish Dance Theatre Limited are committed to employing a diverse workforce. And positively welcome applications from candidates who have a disability.

A person with a disability or long-term health condition who indicates on their application email that they wish to participate in the Guaranteed Interview Scheme will be guaranteed an interview if they meet the essential criteria outlined within the person specification during the shortlisting process.

Safeguarding

Dundee Rep and Scottish Dance Theatre Limited is committed to safeguarding and operates an environment where all staff are expected to report any concerns about vulnerable people or about the behaviour or practice of colleagues and other people they encounter.

Offers

Any job offer we make is subject to:

- Receipt of two satisfactory references.
- Proof of eligibility to work in the UK.