

Citizens Theatre

Job Description

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| Role: | Deputy Head - Sound / AV |
| Responsible to: | Head of Lighting & Sound |
| Responsible for: | Technicians |
| Key Relationships: | Production creatives, freelance and casual teams |

Purpose of the Role:

The Deputy Head – Sound / AV supports the Head of Lighting & Sound in delivering all lighting, sound, video and electrical elements for productions and events at the Citizens Theatre. This includes hands-on technical delivery (primarily focused on sound), assisting with the preparation, operation and maintenance of all technical systems, supervision of teams, and ensuring the highest artistic, technical and safety standards across a wide range of theatre activity. The Deputy Head – Sound / AV plays a key role in both produced and visiting work, participation, hires and events, contributing to high quality audience experiences and ensuring the smooth day-to-day running of the sound and technical function in a busy producing theatre.

Responsibilities:

- Assist in the planning, installation, operations and maintenance of all sound, AV, lighting and communication systems for productions, rehearsals and events both in house and on tour
- Work collaboratively with creative teams, designers, and other departments to deliver sound elements to a professional standard
- Supervise and mentor freelance, casual and trainee sound and AV staff as required, providing clear guidance and support
- Act as Sound Programmer & Operator for rehearsals, technical rehearsals and performance, including mixing live sound for musicals, plays and events
- Support the planning and delivery of fit ups, tech rehearsals and get outs, ensuring timely and accurate installation of sound and AV equipment, under the direction of the Head of Lighting & Sound
- Act as Head of Sound in their absence, including leading department meetings and liaising with production management and creative teams
- Support sound requirements for a variety of formats including studio performances, workshops, youth productions and conferences
- Lead on PRS and music licencing for in house productions
- Assist in the upkeep, testing, and maintenance of all lighting, sound, video, and electrical equipment
- Ensure equipment is prepared, packed, and maintained for in-house, site-specific, and touring work
- Maintain accurate records of inventory, servicing, and repairs
- Ensure safe working practices and compliance with relevant legislation including PUWER, LOLER, and working at height regulations
- Contribute to the creation and implementation of risk assessments and safe systems of work
- Support with technical documentation such as sound plots, schematics, cue sheets
- Participate in production meetings and contribute to scheduling and budgeting as needed
- Stay informed of new technologies and practices relevant to theatre sound and video

Organisational Commitments:

- Carry out any other tasks required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post
- Drive change through action and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity

- Be accountable for yourself and others, in line with our Health & Safety and Safeguarding Policies
- Create a positive working environment, underpinned by the organisation's values
- Deliver a warm welcome and excellent customer service to all audience and visitors to the Citz
- Contribute to activities that support income generation and fundraising
- Contribute to our environmental sustainability goals
- Undertake relevant training and development as required

This job description is intended as a guide to the general duties and responsibilities of the role and does not form part of your contract of employment. These duties may be reviewed from time to time to meet the needs of the business. The Citizens Theatre is going through a significant period of change as we return to our building following six years of displacement, and so we will inevitably change as we grow and develop over the coming years. All staff will be required to show a flexible approach to this process, which may involve revisions around job descriptions, titles, roles and departmental structures. Any significant changes will be discussed with you in advance.

Person Specification:

Essential

- Professional experience in a technical sound role within theatre, live events or mixed-use arts venue
- Proficiency in operating digital mixing consoles (e.g. Yamaha CL / QL Series) and playback systems such as QLab
- Competent in use and maintenance of wireless microphones, communication systems and audio networks
- Ability to work across a range of projects from professional productions to community and participation work
- Working knowledge of relevant health and safety procedures
- Ability to solve problems and remain calm under pressure
- Proactive and flexible approach to work, with a willingness to support across departments where needed
- Excellent communication and teamworking skills
- Willingness to work flexible hours including evenings and weekends

Desirable

- Relevant technical qualification in sound or theatre production
- Experience in Sound Recording and Editing
- Experience mixing musicals and/or ensemble-based live performance
- Knowledge of networking (Dante or Q-LAN systems) and RF coordination
- Experience in lighting rigging / operation
- IPAF / PASMA or working at height certification
- First Aid at Work or mental health first aid training
- Full clean driving licence

Terms & Conditions

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| Salary: | £31,830 FTE |
| Hours: | Annualised hours averaging 42 hours per week over the year, in accordance with the Citizens Theatre House Agreement, including regular evenings and weekends, and occasional overnights as required |
| Overtime: | No overtime payments are available. The Citizens Theatre operates a House Agreement agreed with staff through a collective bargaining process. |
| Holiday: | 29 days per year inc. public holidays, rising to 31 days after 3 years, and 34 days after 5 years |
| Pension: | Citizens Theatre operates a contributory pension scheme (employer 3% / employee 5%) |
| Probation: | This post is subject to a three-month probationary period |
| Notice period: | 2 weeks during probation; 8 weeks thereafter |
| Location: | Citizens Theatre, 119 Gorbals Street, Glasgow, G5 9DS |

Benefits:

- Complimentary or discounted tickets to selected shows (non-transferable and subject to availability)
- Cycle to Work Scheme
- Training and development opportunities

How to Apply

If you are interested in an informal conversation about the role prior to application, or have any questions, please contact recruitment@citiz.co.uk and your query will be directed to the appropriate person.

To apply, please send us a copy of your **CV and a cover letter** of no more than **two pages A4** and complete the online **Equal Opportunities Monitoring Form**.

It is important in your cover letter to give us examples of what you have previously done that shows us how you could be right for the job and why you're enthusiastic about joining the Citizens Theatre. You do not have to have previously undertaken all the duties in the job description, but you should tell us about your potential ability to do them.

As part of the recruitment process Citizens Theatre collects and processes data relating to job applicants. We are committed to being transparent about how and why we collect, use and keep personal data secure. Please see the [Citizens Theatre Privacy Policy](#) on the website for full details.

Alongside the application you will be asked to complete an Equal Opportunities Monitoring Form online. This form will only be seen by our administrative processing team and will not be passed on to the person(s) preparing the shortlist. Your data will be kept secure and will only be used in anonymous form and in aggregate for analysis and reporting to stakeholders.

Please send your CV and cover letter (two pages max) by email to: recruitment@citiz.co.uk.

(Please send as a Word document. Do not send as a Pages file, Zip file or Google doc, or use file sharing services such as One Drive or Dropbox.)

Please complete the Equal Opportunities Monitoring Form online: [Equal Opportunities Form](#).

If you require an alternative way to make your application, please contact recruitment@citiz.co.uk to discuss a suitable format.

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| Deadline for applications: | Tuesday 01 July 2025, 12pm |
| First Interview: | Wednesday 09 / Thursday 10 July 2025 (may be subject to change, in person) |
| Second Interview: | TBC (may be subject to change, in person) |

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| Preferred Start Date: | August 2025 |
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All applicants will be contacted with the outcome of their application. We will contact you by telephone or email if you are shortlisted for interview.

Thank you for your interest in the Citizens Theatre and we look forward to receiving your application.