

## SOUND DEPUTY



*School Girls; Or the African Mean Girls Play*  
Photo by Manuel Harlan



*Accidental Death of An Anarchist*  
Photo by Helen Murray



*Iphigenia in Splott*  
Photo by Jennifer McCord

We are the Lyric Hammersmith Theatre. We are the civic and creative heart of West London. We believe that everyone deserves to experience the life changing impact of theatre.

In our big, beautiful theatre, we tell stories that matter and work with exceptional talent to make ambitious, entertaining, inspiring shows for our audience in West London and beyond.

We remove barriers to engagement and ensure young people have the opportunity to discover the power of their creativity, shaping the future of British theatre.

We are inclusive, forward looking and unafraid of change – we are proud of our history and ambitious for our future. A local theatre with a national impact.

### LYRIC VALUES

#### **Work with integrity and respect**

We support each other with kindness, openness and integrity. Together we celebrate our achievements and work collaboratively through our challenges.

#### **Every day we learn and grow**

We continue to ask questions, seek answers and share our learning with each other for the benefit of the Lyric.

#### **Be ambitious and action-focused**

We believe in excellence; we have a can do attitude, go the extra mile and ensure our ideas become actions.

#### **Serve our West London community**

We are here for the people of West London, every decision we make and action we take should benefit our community.

## HOW TO APPLY

To apply for the post, please:

- Complete an **application form** in type or black ink. Use the Supporting Information section on the form to explain why you are interested in this role and how your experience and skills match the person specification.
- Return the **application form** by email to [jobs@lyric.co.uk](mailto:jobs@lyric.co.uk) and complete an **online equal opportunities monitoring form**: <https://lyric.co.uk/equal-opportunities-form/>
- Do not submit CVs, as these are not accepted.

The deadline for receipt of completed applications is **10am on Friday 21<sup>st</sup> February 2025**  
First interviews will take place week of **24<sup>th</sup> February 2025**

If you would like to submit your application in another format or require this information pack in a different font or format, we would be happy to accommodate this. Please contact the Administration & HR Team on 020 8741 6822 option 2 or [jobs@lyric.co.uk](mailto:jobs@lyric.co.uk) to discuss a suitable alternative. (Between 10:00am – 5:00pm, Monday- Friday)

### DESCRIPTION FOR THE POST OF SOUND DEPUTY

Responsible to:	Head of Sound & Video
Contract:	Full time
Salary:	£35,654 per annum
Hours/Days:	<p>The Lyric operates a system of annualised hours for production and operations staff and the post-holder's pattern of work will be determined by the needs of the job</p> <p>The Lyric has a <a href="#">House Agreement</a> that details our approach to annualised hours for all staff.</p>
House Agreement Type:	Production Agreement
Holiday:	30 days per annum,(pro rata) including Bank Holidays with an additional day added for each year of service up to a maximum of 35 days
Notice period:	Three
Probationary period:	Six months
Pension:	3% pension contribution after qualifying period
Other benefits include:	Employee Assistance Programme, Work from Home Policy, Staff Ticket Scheme including complimentary and discounted theatre tickets, and staff catering discounts

## **DEPARTMENT INFORMATION**

The production team comprises of:

Head of Production

Dep Head of Production

Company Stage Manager

Head of Stage

Stage Deputy

Head of Lighting

Lighting Deputy

Head of Sound & Video

Sound Deputy – This role

Head of Costume

Costume Deputy

Studio and Events Technical Manager

## **MAIN PURPOSE OF POSITION**

To act as a member of the Lyric's Sound team within the Production department and to support the Head of Sound. To work with other technical departments and visiting Directors, Designers and Technicians to present both Lyric and other companies' work to the highest possible technical standard in a friendly and efficient manner. To undertake the day-to-day duties of the Head of Sound in their absence.

## **PRINCIPAL DUTIES**

### **Productions and Events**

- Taking part in and assisting with the smooth running of all get-ins, fit-ups, production periods, performances and get-outs for all productions and events at the Lyric.
- Acting as the main console operator as required.
- Assisting the Head of Sound in carrying out agreed projects in the most efficient and cost-effective way and playing a full role in the work of the department.
- Taking responsibility for casual sound staff and to ensure their tasks are carried out safely and reliably during relevant period.
- Providing technical support in a helpful and efficient manner as well as liaising with other technical teams.
- Assisting with the maintenance of the buildings sound equipment on a regular basis.
- To act as a Duty Technician where necessary.

### **Health & Safety**

- To be fully aware and uphold the Lyric's Health & Safety policy.
- With the Head of Sound, ensure that all staff comply with Health & Safety requirements and carry out their work in a responsible manner employing good working practices at all times.

### **Tours**

- Working at other venues and on-tour, where appropriate and as agreed with the Head of Production and Head of Sound.

## GENERAL DUTIES

- Undertaking the day to day duties of Head of Sound when necessary.
- To undertake any other work as agreed with the Head of Sound as appropriate for the position.
- Regularly attend Lyric Hammersmith Theatre shows and projects including press nights, Young Lyric and development events.
- Attending internal and external meetings as required.
- To adhere to the Lyric's Equality, Diversity and Inclusion Policy, Anti-Racism Strategy, Health & Safety Policy and any other policies or plans the Lyric may introduce in the future.
- Work at all times in accordance with the Lyric's Environmental Sustainability and Action Plan and proactively develop and encourage environmentally sustainable practice.
- To take an active role in your continuing professional development, identifying relevant training and professional development opportunities
- To act always in the best interests of the Lyric Hammersmith Theatre
- To undertake any other duties as agreed with the Head of Sound & Video as is appropriate to the post

This job description is a guide to the nature of the work required of this role. It is not wholly comprehensive or restrictive and may be reviewed as required.

## PERSON SPECIFICATION

### Essential Criteria

- Relevant Professional Experience
- Excellent knowledge of Digico Consoles
- Experience of Live Sound Mixing for Live Music/Musicals in a Theatre Environment.
- Experience of working with Radio Mics.
- Ability to manage deadlines and work well under pressure
- Ability to demonstrate initiative and adaptability
- Excellent verbal communication skills
- Able to work well within a team
- Ability to demonstrate safe working practice when using or maintaining electrical equipment
- Good knowledge of current sound technology
- A proactive attitude to the company's policies, including Health & Safety, Green Policy and Diversity Action Plan.

### Desirable Criteria

- A general working knowledge of Producing Theatre.
- Knowledge of Digico T Software.
- Knowledge of and commitment to environmentally sustainable practice
- Knowledge of current health and safety guidelines.
- Some experience of working with AV

- First Aid qualification.

## **EQUALITY & DIVERSITY**

The Lyric values and promotes diversity and is committed to equality and opportunity for all. We are working actively to be an anti-racist organisation. Everyone who works with us is required to comply with and actively promote our Equality, Diversity and Inclusion Policy, and no job applicant or member of our workforce will receive less favourable treatment on the grounds of age, disability, gender, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religious belief, sexual orientation, class or socio-economic background, trade union activity or political activity or opinion.

The Lyric Hammersmith Theatre has made a commitment that all applicants with disabilities who meet the essential criteria for this job will be invited to interview. We may use positive action, in cases where candidates are equally qualified, to increase the employment of under-represented groups at the Lyric.

The Lyric Hammersmith Theatre is proud to be a Disability Confident Committed Employer and supports parents and carers working in theatre.

## **APPOINTMENTS**

All appointments are made subject to satisfactory references, proof of eligibility to work in the UK and are subject to an enhanced or standard Disclosure and Barring Service (DBS) disclosure.

## **LYRIC CONTACT DETAILS**

If you have any questions about this role, you can contact the Lyric's Administration & HR Team on 020 8741 6822 option 2 or [jobs@lyric.co.uk](mailto:jobs@lyric.co.uk). (Between 10:00am – 5:00pm, Monday-Friday)

We look forward to receiving your application.