

## September 2025

Thank you for your interest in the post of **Head of Sound & Lighting**.

This pack includes information on Stratford East, the job description, person specification and details on how to apply. Please read all the information carefully before starting your application. Only relevant information will be considered when shortlisting applicants for interview. You may find it helpful to look at the Stratford East website [www.stratfordeast.com](http://www.stratfordeast.com) for general information on the theatre's policies, current programme and past history.

We would like all applicants to know that if they need additional support during the recruitment process we are happy to make reasonable adjustments.

## Access requirements for the application process

We want to make this application process as accessible as possible and supply large print application packs. We will accept covering letters and CVs in a video or audio format.

We appreciate that some candidates will have needs which mean that it is preferable for them to submit a recorded application, rather than a written one.

Recorded applications should be:

- No longer than 5 minutes, unless longer is needed to meet your access needs
- We welcome application videos in BSL

If you have any specific requirements including anything you might need should you get called for interview (e.g. interpreters, information in different formats etc.), or would like to discuss any aspect of the role in confidence, please contact [recruitment@stratfordeast.com](mailto:recruitment@stratfordeast.com).

**Please note, any information you provide around your access requirements will not form part of the shortlisting process.**

To apply for the post, please:

Enter your details on our online submission form: <https://hr.breathehr.com/v/head-of-sound-lighting-43020> and upload your covering letter and CV.

- Complete the equal opportunities monitoring form via this link: [Applicant Monitoring Form](#) (optional)
- If you choose to submit a recorded application, please email the recording to [recruitment@stratfordeast.com](mailto:recruitment@stratfordeast.com)
- If your recorded application can be found online, please send the link to [recruitment@stratfordeast.com](mailto:recruitment@stratfordeast.com)
- When submitting your covering letter and CV via our website, please ensure your full name is part of the file name of the document you upload.
- Please ensure your CV is no longer than 2 pages.
- Please include why you want the job and how your skills meet the person specification within your covering letter.

The deadline for receipt of completed applications is Midday on Monday 13 October. **Applications received after Midday on the deadline date will not be accepted.**

It is intended that initial interviews will take place on **Wednesday 22 October.**

We may ask you to carry out a task as part of the interview process. We give as much notice as possible ahead of a task. We are happy to make reasonable

adjustments for applicants, if needed, to complete the task.

We look forward to receiving your application and thank you for your interest in Stratford East.

## **Stratford East**

Stratford East continues to build on its legacy of bold, inclusive, and ambitious theatre with an exciting new chapter under Artistic Director Lisa Spirling, Executive Director Hanna Streeter and Associate Artistic Director Jade Lewis. Launching in Autumn 2025, their inaugural season champions formally inventive work, new writing, and underrepresented voices, marking a renewed commitment to nurturing fresh talent and reflecting the diversity of our audiences.

This follows our milestone 140th Anniversary Season, announced in September 2024, which featured productions including *Animal Farm*, *The Women of Llanrumney*, *Lovestuck*, *Romeo & Juliet*, and *The Harder They Come*. Earlier in 2024, we staged *Abigail's Party* directed by Nadia Fall, our Artistic Director from 2018 - 2024.

Throughout recent years, Stratford East has produced or co-produced four to five mainstage productions annually, alongside a vibrant programme of touring work, one-night events, and our much-loved annual pantomime - most recently *Pinocchio* (2024) and *Mama Goose* (2025).

The theatre has also presented reimagined classics, timely revivals, and ground-breaking new work, including *Now, I See* by Lanre Malalou, and landmark revivals like *The Big Life* and *Beautiful Thing*. Lisa, Hanna and Jade's 2025 season signals the next bold step for Stratford East, one that celebrates experimentation, fresh perspectives, and the vital role of theatre in public life today.

## **Governance and Finances**

Stratford East is registered as Pioneer Theatres Limited with Companies House (Company number: 556251) and with the Charity Commission (Charity Number: 233801). The Charity is led by a highly experienced Board of Trustees. The Board includes skilled individuals from the world of arts, local government, finance and communications. We have two Young Trustees who have come through our Learning & Participation programmes.

We have a trading subsidiary, Stratford East (Trading) Limited which operates our bar. We also have a Development Board, which has no formal role in governance, but supports our fundraising, and is chaired by one of our Board Members.

Bindi Karia was appointed as Chair in September 2025.

## **Safeguarding and Safer Recruitment Practises**

Stratford East is committed to safeguarding and embeds safeguarding in all of its working practices.

As part of our recruitment process, we ask applicants to agree to undertake a DBS check and complete a self-disclosure form, if applicable to the role.

If required, applicants will need to complete a self-disclosure form if invited to an interview. The completed form should be brought to the interview in a sealed envelope, marked 'confidential'. The envelope will only be opened, and the contents reviewed, as part of our referencing process, if the candidate is successful. All unopened disclosure forms will be shredded.

References are only sought for successful candidates, when referees are approached, we will ask them to assess the candidate's suitability for the role if it involves working with children, young people, and vulnerable adults.

## **JOB DESCRIPTION**

Job Title:	Head of Sound and Lighting
Reporting to:	Head of Production
Responsible for:	Senior Technician, Deputy Head of lighting
Key Working Relationships:	Production and Stage Management team, Operations and Front of House, Creatives and Freelance or casual show staff

## **MAIN PURPOSE OF THE POST**

- To facilitate the smooth running and delivery of Stratford East productions, collaboratively and creatively supporting all aspects of the production process through technical excellence, adaptability, and teamwork.
- To be an inhouse expert and liaison for touring shows, incoming companies, events, or hires.
- To ensure safety standards and best working practices are upheld in all situations.
- To provide clear leadership for the technical team throughout preproduction and technical processes, ensuring wellbeing and high artistic standards
- To manage and build relationships with external clients and key stakeholders, eg hire companies, freelance staff, and core creatives
- To forward plan, manage logistics and budgets effectively, enabling technical departments to deliver efficiently and to schedule

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- To be highly competent in either Sound or Lighting (or both), and proficient in the other, including

rigging, patching, and focussing sound and lighting fixtures, both intelligent and generic.

- To oversee show and building infrastructure key to sound and light installations, ensuring that it is fit for purpose, safe and attuned to the show requirements.
- To liaise with designers and production managers, operating as lead technical contact throughout planning and delivery of shows, facilitating their needs and managing expectations in conjunction with other Heads of Department and the Head of Production.
- To lead, by example of best practice, the team of inhouse and freelance technical specialists during fit up, get out and technical rehearsal periods, balancing efficient delivery and welfare.
- To ably manage departmental and show specific budgets.
- To undertake a system of Planned, Preventative, Maintenance, ensuring equipment is in good working order in accordance and compliance with regulatory standards and legislation
- Create show specific, contemporary network, control and operating systems including preparatory paperwork and diagrams
- Accurately draw, interpret, and implement theatrical plans and drawings
- Ensure professional presentation of the theatre and associated spaces
- Recruit casual and freelance technicians including show operators and fit up/ get out staff
- Actively support junior staff members to develop their skills and evolve their passion in the industry



- To advise on Capex projects and lead on appropriate elements.
- Undertake any reasonable request made by the Head of Production or other senior manager

## PERSON SPECIFICATION

	Essential	Desirable
<b>Personal Attributes</b>		
To be curious and enquiring, supportive of others, embracing of new ideas. An investor in people.	X	
Collaborative approach, dedicated and driven towards high quality outputs, Supporting and developing others and yourself	X	
Self motivated and resourceful	X	
Excellent communicator	X	
A Passion for Art and Culture	X	
Tenacious and personable	X	
<b>Skills</b>		
All round theatre craft	X	
Build, operate and manage complex PA, Lighting, and video systems	X	
Draft high quality plans in AutoCAD or Vectorworks	X	
Exceptional logical process fault finding	X	
Proficiency programming and operating Digico in a live sound environment	X	

Proficiency programming and operating Eos (Apex 10 and Gio @5) including accurate moving light plotting and pixel mapping	X	
Programming basic qlab files including OSC triggers and Midi	X	
Understanding of acoustic design, performance prediction, alignment, rigging and safety parameters, RF theory and microphone technique	X	
Understanding of intercom and show relay systems	X	
Working knowledge of safe theatre rigging practices	X	
Fly a bar safely (hemp, counterweight and auto)	X	
Tie basic theatre knots (clove hitch, bowline, and half hitch)	X	
Basic carpentry- be able to confidently use wood working tools, e.g. drill driver.	X	
Literacy in English and Maths	X	
Experience and Knowledge		
Extensive experience as a senior or deputy in sound or lighting teams either in a venue or touring	X	
Good working knowledge of theatre production practices and related equipment particularly in a producing theatre	X	
Team management experience	X	
Manage and reconcile budgets		X

To be familiar with and understand the fundamentals of IET Wiring Regulations (BS 7671 18th Edition), 7909 temporary installation and ISITEE (formally PAT)	X	
Up to date knowledge of current health and safety best practice and legislation including all relevant theatre standards, eg LOLER, PUWER	X	
Awareness of Theatre Green Book and reasonable use of materials	X	
Awareness of theatre engineering in accordance with BS EN 17206-2	X	
Good working knowledge and application of HASAWA 1974 and CDM 2015	X	
Qualifications		
Industry recognised Qualifications welcome, e.g. ABTT Bronze, PASMA, NIC 7909, IPAF, Work at Height, EoS, Dante, CDM.		X

## INFORMATION

Stratford East is committed to a policy of equal opportunities embracing diversity in all areas of activity and positively welcomes applications from disabled people and people of all ethnicities.

Contract type: Full Time

Salary: £38,000 - £40,000 subject to experience and annual review

Hours of Work:	39 per week 1x Overtime until 44hrs, 1.5x OT thereafter.
Holidays:	30 days per annum including bank holidays. This will increase by 1 day for each full holiday year of service completed to a maximum total of 33 days. Holiday is pro rata for part time roles.
Probation:	6 months
Notice Period:	2 months (after probation)
Pension:	Up to 5% matched pension contribution after qualifying period
Other Benefits:	Season ticket loans, Cycle to Work Scheme, complimentary theatre tickets, staff catering discount, Employee Assistance Programme (support and advice via phone and online for on various matters including legal, debt, counselling etc.)

## INFORMATION

Stratford East is committed to a policy of equal opportunities embracing diversity in all areas of activity and positively welcomes applications from disabled people and people of all ethnicities.

End of document.

