



Sound Supervisor – 12-week FTC
Candidate Pack



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Your journey starts here...

An intro from our Chief Executive

I'm Stuart Murphy and welcome to English National Opera.

At ENO there are a few values we live by – we strive to be world class in everything we do – in what we perform on stage, how we treat our customers and how we treat one another inside the company.

The thing that connects us all is that we are here to make world-class opera for anyone.

We sing in English, and our home is the London Coliseum – the largest theatre in the West End of London, designed as a people's palace of entertainment. We take our commitment to offer accessible pricing seriously, with tickets starting at just £10.

We have an extensive learning and participation programme at the heart of our company, and we offer training, coaching, mentoring and professional development not only to our performers and to the next generation of musical talent, but to all of our staff.

We are fair, honest, transparent and put a premium on excellence – so if you love creating, imagining, supporting brilliant musical and theatrical endeavour, there are few places in the world that offer the scope of what we offer here.

On behalf of all of us, I hope that once you have read this candidate information pack, you will consider applying for this position. We look forward to receiving your application.

Very best wishes,



Stuart Murphy
Chief Executive



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**“Inspiration is an
awakening”**

Giacomo Puccini





English National Opera exists for everyone, creating new experiences with opera that inspires, nurtures creativity and makes a difference. Our vision is for lives changed through opera.

We take a fresh inspiring approach to opera to reflect the diversity of our culture.

We believe that opera is a living art form able to connect to people from all parts of our society. We collaborate with a range of artists and art forms as part of our commitment to the future of the art form. We sing in English, as we believe it enhances the emotional connection between performers and audiences.

We encourage creativity throughout the company and our commitment to the future of opera provides a platform to develop outstanding careers.



We are a world-class national company recognised internationally for the standard of our work. We nurture talent across the entire company including a platform for young singers to start and then develop global careers.

We connect to audiences through inspiring, accessible, world-class opera and stimulating, creative participation programmes.

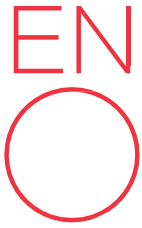
We create our productions for the widest possible audiences and aim to introduce completely new audiences to the magic of opera whether at the London Coliseum, outside of our theatrical home or internationally.

We make our productions accessible by offering a large proportion of tickets at affordable prices, and through our attendance schemes.



We work with a wide range of visiting companies to generate essential revenue and welcome new audiences to share the experience of our theatre.

English National Opera is founded on the belief that opera of the highest quality should be accessible to anyone.



Sound Supervisor

Our Sound Supervisor will oversee the running of Sound and AV technicians, assessing the needs and priorities of each production and managing and coordinating the technical staff. You'll provide technical and management support to the Head of Sound and AV and ensure all elements of sound and AV run smoothly during the preparation for and running of rehearsals and performances. You'll provide solutions and advice for technical questions, create and implement the guidelines for our Sound resources, and ensure that the department works to the highest standards of quality, safety and efficiency.

Reports to:

Head of Sound

Contract Type

Full Time 12-week FTC

Location

London Coliseum

Salary

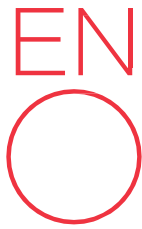
£50,799.00 per annum, pro rata

To Apply

Please send your CV and brief statement of interest to workwithus@eno.org by the closing date of 12:00 noon, Monday 11th September.

Please also submit our [Equality and Diversity Monitoring Form](#)

Deadline: 12:00 noon, Monday 11th September 2023.



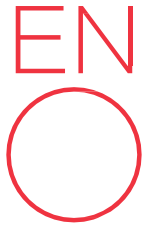
Sound Supervisor

Duties and responsibilities

- Manage Sound Technicians within the department as directed by the Head of Sound and Technical Management
- Ensure Sound & AV Department adhere to all standards of quality, efficiency and safe working practice as advised by Technical Management.
- Implement sound designs and create basic sound designs for events and ENO productions as requested by technical management and re-create sound designs of legacy productions when the Sound Designer is not present.
- Ensure design paperwork is updated for new and legacy productions.
- Participate in the development of risk assessment and standard operating procedures where required. Maintain close communication with all technical departments and Sound & AV Department team to ensure efficient use of resources.
- Participate in all necessary technical work required by ENO, whether it is an internal or external production or event. This may include working in various ENO locations inc. stores, workshops, rehearsal rooms and involvement at various times during the production phase.
- Hold responsibility for managing Sound & AV Department team's attendance, safe working, motivation, discipline, welfare, and support effective team-working.
- Ensure that Sound & AV department monitor all productions to always maintain the creative and artistic vision of a production.
- Where necessary, attend meetings with internal and external stakeholders regarding ENO operations, representing ENO in the appropriate manner.
- Ensure that all incidents, near misses are reported and the appropriate paperwork completed.
- Ensure that all paperwork and files relating to productions are recorded and archived in the appropriate format and location as stated by Technical Management.

Duties and Responsibilities Cont.

- Undertake essential Health & Safety training to the required standard, and any other training where required, including but not restricted to IOSH – Working Safety, LOLER, COSHH, Manual Handling, Working at Height & Safe use of access equipment.
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- Notify the Head of Department of any HR, Equipment, Scheduling issues when known.
- Ensure that all ENO places of work are kept clean and tidy, and that all departmental equipment is correctly stored and maintained.
- Ensure that all ENO storage spaces are kept in an organised manner, document all storage requirements, ensure any items within storage are kept in a state of readiness.
- Organise maintenance on all items within storage that need repair and carry out routine inspections of storage facilities and advance inspection of items needed for upcoming productions, providing detailed reports of any work required.
- Keep and maintain the Sound & AV Department Asset Database, ensuring all equipment is clearly labelled
- Attend and schedule periodic performance reviews and abide by all current and future ENO human resource policies.
- Maintain a spare parts store, ensuring that the store is well stocked and recorded in electronic form. Prepare a comprehensive list of all items that need replenishing using forecasting strategies at the start of each season, in collaboration with the senior managers.
- Ensure that all resources have correct and visible asset and testing tags.
- Provide solutions and advise on sound and AV related questions, specifically in relation to ENO productions. Maintain an active electronic record of all maintenance and PAT testing work carried out.
- Plan preventative maintenance of Sound & AV assets around ENO schedule and resource demand, under guidance of senior managers.



Sound Supervisor

Duties and responsibilities

- Create and follow maintenance guidelines for Sound & AV resources.
- Support ENO's rental and co-production work, at the Coliseum and other venues.
- Cover colleagues at higher and lower grades when necessary.

Skills, Experience: Essential

Sound Bias

- Proven experience in sound design for opera & classical Music.
- Knowledge of sound & video protocols.
- Knowledge of creating and implementing speaker array calculations inc. d&b, ArrayCalc.
- Excellent knowledge of general audio system set-up and operation.
- Proven experience in Video Editing Software inc. Adobe Premiere Pro, Adobe After Effects.
- Live sound mixing experience with both digital and analogue mixing consoles, preferred experience of Digico protocols and Digico SD7 console.
- Experience in classical sound recording and editing.
- Experience in installing, running and maintaining show communication systems.
- Ability to follow a music score.
- Rigging, flying and installing of sound & video equipment following industry standards.

General

- Significant demonstrable experience in a similar position.
- Working on load-ins and loadouts, changeovers & performances.
- Managing a Sound & Audio Visual team, including external contractors, scheduling of team (within union house and repertory theatre preferred), conducting excellent cross-department communication
- Excellent IT skills, particularly Microsoft Office.
- Awareness of UK Health & Safety regulations.
- Knowledge of theatrical terminology.

General cont.

- Drive and expertise to maintain up to date knowledge of developments with the industry.
- Use of hand tools, battery and mains operated.
- Creation of department documentation inc. Training Schedules, Risk Assessments, Standard Operating Procedures, Asset Management Registers.
- Excellent personal timekeeping and punctuality.
- Experience with scheduling software.
- Assembling and building of modular and temporary structures and use of access equipment.
- Networking experience, CCNA or CCNP preferred. Media Server and Audio-Visual experience.
- Ability to create and follow cue sheets and stage plots required for performances.
- Electrical knowledge, inc. safe working practices, temporary installation, PATing, electrical maintenance of portable items

Desirable

- University degree in Technical Theatre or evidence of relevant job specific accreditations.
- Experience in Production Management / Project Management.
- Leadership or Management Qualification.
- Professional experience of Electrical Engineering, Electronics.
- BS7909 Temporary Electrical Installations certification.
- Vectorworks, AutoCAD, or similar computer modelling software.
- Official manufacturer certification in maintenance of sound desks, amplifiers, speakers and peripherals. Official manufacturer certification in maintenance of video projectors, distribution devices, LED screens and peripherals.

Why work at ENO?

When you join us at ENO, we'll provide you with an in-depth induction that will introduce you to your role, your department and give you the opportunity to explore all areas of the company.

"My most enjoyable thing about working at ENO is working with a supportive, fun and energetic team"

"The variety of what we do is amazing, from drinks receptions and garden parties, to opportunities to see performances from Stage Prompt or the Flys - every day is different and exciting!"

"The most enjoyable thing about working in the Development team at ENO is being able to collaborate with everyone in the organisation - Marketing & Comms and Baylis, as well as the teams at the Coliseum so there is a great sense of community within the company"

From our third annual staff survey in May 2021, we found that:

92% of people at ENO feel pride in the work they do and the results achieved

81% of people plan to be working at ENO in three years from now

90% of people know how their work contributes to ENO's future

Whole Company Staff Benefits

At ENO, we believe our staff are our strongest asset, and we offer support beyond your salary. We will also invest not only in your professional development, but also in your wellbeing.

Our current staff benefits include:

Professional Development

- Annual Professional Development Review to support your personal and career ambitions and achievements

ENO and London Coliseum Performances

- Access to complimentary tickets for ENO and selected London Coliseum performances
- Access to a staff rate for ENO performances
- Complimentary tickets to talks, recitals and behind-the-scenes events

Staff Well-Being Activities

- Generous annual leave entitlement
- Access to subsidised activities such as massage and yoga
- Access to an employee assistance programme

Financial Support

- Employer pension contribution of 3%, with employee contribution of 5%
- Digital payslips accessible through mobile apps
- Staff canteen at the London Coliseum
- Star of The Month Scheme
- Employee discount programme through Perks at Work
- Interest-free travel season ticket loans
- Cycle-to-work scheme
- Eye care vouchers

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**“Imagination
creates reality”**

Richard Wagner





Confidentiality

Confidentiality is so important in this role and our policy is strict. All information concerning staff, patrons and other ENO business, the disclosure of which could be detrimental to the company, must be held in the strictest confidence and may not be divulged to any unauthorised person at any time.

Data Protection

Data Protection and adherence to GDPR is equally important. We therefore require that computer information should only be accessed if this has been authorised and is necessary as part of the postholder's work. You will need to be aware of the GDPR 8 key principals, and the Computer Misuse Act 1990.

Health and Safety

Health and Safety is so important at ENO and we would expect that the postholder will be happy to undertake personal responsibility for safety as will be outlined in the ENO safety policy and the Health and Safety at Work Act 1974.

Equal Opportunities

Equal Opportunities is a given. We will expect the postholder to abide by ENO's policies on Equal Opportunities and Dignity at Work.

Code of Conduct

Code of Conduct is sometimes assumed, but at ENO we will require the postholder to act in accordance with ENO's Code of Conduct whereby everyone shall be treated in a professional and courteous manner with full regard to the avoidance of discrimination, consistent with current equal opportunities employment legislation.

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English National Opera is a charitable company limited by guarantee incorporated in England and Wales (Company number 00426792). Charity Registered Number 257210



Supported using public funding by
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ENGLAND**