

**Job Description**

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| Job Title: | Sound Tutor/Deputy |
| Job Holder: |  |
| Reports to (Title): | Head of Sound |
| Reports to (Name): | Jeremy George |

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| **Prime Function of Role:** |
| A key member of teaching staff within the Sound Department. To support and deputise for the Head of Sound in all duties related to the running of the Sound Department and the Teaching of TTSM Sound Students. |

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| **Accountabilities:** |
| 1. Deputise the delivery of teaching to a very high standard, consistent with program specifications. This includes contributing to program development, timetabling, student appraisal and performance in Sound roles and all production related issues across the course. 2. Work with the Head of Sound and other members of the TTSM Team to ensure co- ordination and integration of teaching, curriculum and planning of courses and production work, including participating in regular planning and review meetings. 3. Mentoring and monitoring the development of TTSM students, ensuring that regular and detailed assessment and feedback is provided, including the provision of remedial/tailored tuition as required. 4. Shared responsibility for the co-ordination and provision of student professional work placements, and provision of career guidance and professional development within the area of Sound. 5. Show an active interest in keeping up to date with current and emerging professional practices and trends. 6. Contribute to the overall work and direction of RADA, through attendance and leading participation at Academy meetings such as Student Profile meetings and TTSM staff meetings. 7. Liaise with guest directors, designers and other freelance staff to support students learning work on RADA productions and events. 8. Ensuring compliance with current Health and Safety, best practice and legislation in the area of Sound. 9. Represent RADA internally and externally at appropriate committee and organisational level nationally and internationally, and within Education and Industry – e.g. EQUITY, ASDP, ASDP Educators Group, PLASA, ABTT, BECTU, etc. 10. Occasionally lead the Department in lieu of the Head of Sound. E.G – Annual Leave, Professional Development.   **General**   * Other duties commensurate with the activities of the TTSM Department and as directed by the Director of Technical Training. * To promote Equality, Diversity and Inclusion at all times and to ensure they are at the forefront of your thinking when undertaking your responsibilities. * To comply with GDPR regulations regarding protecting personal data. * To comply with Health and Safety legislation and ensure you are up to date with RADA’s Health and Safety Policy. |

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| **Scope:** |
| Responsible for :   * Share of Departmental teaching within the Technical Theatre and Stage Management (TTSM) course * Lead on development and implementation of Binaural, Game Audio and film sound areas of the curriculum, such as ADR (additional dialogue replacement) and Foley. * Work with the Head of Sound to maintain current sponsorship relationships and contribute to the cultivation of new opportunities for the Sound Department. * Lead on social media content and departmental profile raising for prospective students. * Shared responsibility for instruction and support of TTSM Students specialising in Sound roles and planning a career in this area – generally 3/6 in any 2nd Year TTSM student body, 2/4 in BA Completion year. * Support and education of Acting Students across theatre production, radio drama and film (c 60 students), to include monologue and duologue recording sessions in the RADA Sound Studio. * Work with Head of Sound on development and implementation of additional specialist content for RADA’s website. * Work with Head of Sound on the development of widening participation initiatives in the area of theatre sound. * Work with the Head of Sound on continuing physical infrastructure upgrades and technological advancement in order to keep the training at the state of the art. * Facilitate audio requirements for extracurricular events such as Rickman Breakfasts, Development & Rada business events, and Student Cabarets. * Lead on development of additional training in basic recording techniques and editing skills with acting students to enable them to produce their own work, such as podcasts and audition tapes. * Take a lead in the area of Stores Management, Maintenance and Maintenance Planning, including PAT Testing and Consumables management. |

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * A relevant technical theatre qualification or equivalent professional practical experience. | * Education to degree level or professional equivalent. * Teaching qualification. |
| **Knowledge** | * Thorough and comprehensive knowledge of all aspects of theatre sound design and production, recording techniques and studio techniques. | * Additional knowledge in music composition, social media content, podcasting, ambisonics. * Working knowledge of relevant regulations, in particular LOLER (Lifting Operations and Lifting Equipment Regulations), PUWER (Provision and Use of Work Equipment Regulations), HASwa (Health and Safety at Work Act), EN17206, RIDDOR (Reporting of Injury, Diseases and Danger Occurances Regulations) and Control of Noise at Work Regulations. |
| **Skills/abilities/competencies** | * High level of practical ability in production sound engineering. * Proficient in loudspeaker placement, rigging and rack building. * Practical experience with Digico & Yamaha desks. * Experience in Radio Microphone Systems, microphone fitting technique and practical radio mic running. * Thorough knowledge of Dante Audio-Networking, including use of VLANs. * Thorough practical and working knowledge of current practices in these areas within Theatre, and their application. * Relevant IT skills; QLab, Logic Pro X, Pro Tools, Reaper, MS Office. | * First aid * Some prior experience of the delivery of TTSM type tuition in the area of Sound * Prior experience working in other academic teaching establishments, or as a practitioner within the theatre (or allied) industries. * Experience in performance management, budget control and professional development. * Working knowledge of Logic, Ableton Live, XTA Audiocore, DME Designer, AutoCAD, Vectorworks |
| **Experience** | * At least two years experience in producing house, touring or professional rep. | * Good contacts within the Theatre Industry and it’s Educational Equivalent. |

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| **Personal Attributes** | * Patience * Diligence * Good communication skills * Calm in a crisis * Inventive * Collaborative * Sensitive to the needs and backgrounds of a diverse group of students with varying levels of experience prior to entry to RADA. |  |

Signed by Line Manager: Date:

Signed by Staff Member: Date: