

Job Description

Role:	Head of LX, Sound & AV
Responsible to:	Deputy Head of Production
Responsible for:	Deputy Head LX, Deputy Head Sound & AV, freelance and casual staff

Purpose of the Role

The Head of LX, Sound & AV is a senior technical specialist responsible for the planning, delivery and operation of lighting, sound and audiovisual requirements across Citizens Theatre productions and activity. We anticipate the post holder will be a specialist in at least one of these areas (LX, Sound or AV) and will hold sufficient broader understanding of the other disciplines to enable effective management and coordination of the technical functions within the theatre, while engaging external expertise to support non-specialist areas where necessary.

Working closely with the Deputy Head of Production and Head of Production, directors, designers, production managers, stage management and other production colleagues, the postholder will translate creative requirements into safe, practical and achievable technical solutions.

The role will provide leadership and ensure the expertise is in place to ensure that the Citizens Theatre has the technical capability, systems, equipment and people required to deliver ambitious work to a high professional standard. The postholder will play a key role in developing the theatre's technical practice following its redevelopment, including effective use and ongoing development of its new and existing technical infrastructure.

Responsibilities

Technical leadership and production delivery

- Lead the planning and delivery of lighting, sound and AV requirements across Citizens Theatre productions, co-productions, visiting work, participation activity, hires and events.
- Work with Deputy Head of Production, Head of Production and departmental managers to coordinate technical delivery within the overall production schedule.
- Produce and maintain appropriate technical information, drawings, schedules, equipment lists and documentation and ensure that technical information is communicated clearly to visiting companies and relevant departments.
- Work closely with directors, designers, producers, production managers and stage management to develop practical, creative and cost-effective technical solutions to help deliver artistic vision.
- Lead LX, sound and AV fit-ups, technical rehearsals and get-outs, ensuring work is delivered safely, efficiently and to a high professional standard.
- Provide specialist technical advice and/or identify when specialist freelance expertise, equipment or external suppliers are required and work with the Deputy Head of Production to source these appropriately.

- Support the smooth transfer of productions between spaces and, where appropriate, to external venues.
- Provide technical cover and support during performances where required.
- Ensure that touring or visiting productions are appropriately assessed and supported with LX, sound and AV.
- Maintain a strong understanding of current developments in theatre lighting, sound and AV technology and identify opportunities for innovation and improvement.

People and team management

- Lead and support permanent, freelance and casual technicians working across LX, sound and AV, ensuring teams receive appropriate induction, briefing, supervision and support.
- Line manage relevant permanent staff, including setting objectives, supporting development and managing performance.
- Plan and issue rotas for permanent, casual and freelance technicians working across LX, sound and AV
- Coordinate freelance technical resources with the Deputy Head of Production and production teams.
- Foster a collaborative, inclusive and supportive technical culture, including opportunities for skills development and progression.

Equipment, systems and technical infrastructure

- Take responsibility for the effective use, maintenance and development of the Citizens Theatre's lighting, sound and AV equipment and systems.
- Maintain an up-to-date understanding of the theatre's technical infrastructure, including control systems, networks, installed equipment and specialist systems relevant to the role.
- Maintain appropriate technical records, equipment inventories and maintenance arrangements.
- Identify equipment, systems and infrastructure requirements and contribute to longer-term technical and capital investment planning.
- Work with suppliers, contractors and visiting companies as required to ensure effective use of the theatre's technical facilities.

Health, safety and compliance

- Ensure LX, sound and AV work is planned and delivered in accordance with Citizens Theatre policies, health and safety requirements and relevant legislation and industry standards.
- Identify and manage technical risks, ensuring appropriate risk assessments, documentation and safe systems of work are in place.
- Ensure technicians and freelancers are appropriately briefed, inducted and supported in safe working practices.
- Work closely with the Head of Production and other responsible persons to ensure compliance with relevant legislation, regulations, industry standards and Citizens Theatre procedures.
- Promote a culture in which safety is considered an integral part of creative and technical practice.

Budget, Resource & Systems Management

- Contribute to production budget setting, technical costing and resource planning, monitoring expenditure within areas of responsibility.

- Work with the Head of Production and Deputy Head of Production to identify efficient and sustainable approaches to technical delivery.
- Develop strong working relationships across the organisation and contribute to the technical requirements of the wider programme, including hires and events.
- Contribute to the ongoing development of the Citizens Theatre's production systems, technical standards and working practices, including innovation and environmental sustainability.

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.

Person Specification

Essential

- Significant professional experience in technical theatre, with substantial specialist experience in at least one area: lighting, sound and/or AV.
- Strong practical knowledge of theatre lighting, sound and AV systems and equipment.
- Experience of delivering technically complex productions from planning through to performance.
- Experience of working collaboratively with directors, designers and other creative practitioners.
- Experience of leading or supervising technical teams and freelance technicians.
- Experience of planning technical fit-ups and technical rehearsals.
- Strong understanding of theatre health and safety requirements and safe systems of work.
- Excellent organisational, communication and problem-solving skills.
- Experience of managing and reporting on technical budgets and resources.
- Calm, pragmatic and solutions focused.
- Excellent judgement and ability to make decisions under pressure.
- Ability to respond positively to changing production requirements.
- Collaborative and approachable leadership style.
- Highly organised and strong attention to detail.
- Ability to communicate clearly with both technical and non-technical colleagues.

Desirable

- Experience working in a producing theatre.
- Experience across more than one of the three specialist areas: lighting, sound and AV.
- Experience in working in a complex, multi-purpose venue.
- Knowledge of contemporary digital lighting, audio, video and control technologies.
- Relevant technical theatre qualifications or certification (IPAF, PASMA, PLASA NRC etc).
- Health & Safety Qualification (e.g. IOSH, NEBOSH etc).
- Experience of working with Theatre Green Book and considering environmental impact in production plans.

Terms and conditions

Contract type:	Permanent, full time (1.0 FTE)
Salary:	£37,487 per annum
Hours:	Annualised hours averaging 40 hours per week. Includes regular evenings and weekends, and occasional overnights as required.
Overtime:	Overtime payments incurred for get outs, overnights, Sundays & Public Holidays, in line with the Citizens Theatre local rules.
Holiday:	29 days per year inc. public holidays, rising to 31 days after 3 years, and 34 days after 5 years
Pension:	The 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; 2 months thereafter
Location:	Citizens Theatre, 119 Gorbals Street, Glasgow, G5 9DS. Due to the nature of this role, it is expected that most work will be delivered on site, however occasional remote working may be possible in line with company policies.

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.

Deadline for applications: **Tuesday 29 September 2026**

First Interview: **Monday 12 October 2026** (may be subject to change, in person)

Second Interview: **Tuesday 27 October 2026** (may be subject to change, in person)

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.