

Audio Video Supervisor

Department: Production

Supervised By: Technical Director, Production Supervisor

Supervises: Audio Video Coordinator, Overhires

FLSA Status: Exempt

The mission of the **Wallis Annenberg Center for the Performing Arts** (aka "The Wallis") is to create, present, and celebrate unique performing arts events and educational programs that reflect the rich cultural diversity of our community.

DESCRIPTION

The Audio Video Supervisor directs and manages all aspects of the sound & AV operation, and the coordination of technical elements as they relate to sound and AV in both the 500-seat Goldsmith Theater and the 150-seat Lovelace Studio space, as well as the Wallis Campus. This position leads and supervises all sound and AV personnel, maintains the sound and AV department equipment, and manages the AV workrooms. The Audio Video Supervisor is responsible for supporting the artistic vision of directors and designers as it relates to the advancement, budgeting, and realization of sound and AV designs. The Audio/Video Supervisor participates in conjunction with the Director of Production in season and production planning, as it relates to the execution of the audio or projection elements of the productions. For some programming, the Audio Video Supervisor will work as a creative team member, designing sound and/or video elements for the production. This position reports to the Technical Director and Production Supervisor.

REQUIREMENTS

- At least five years of experience working as a sound or AV supervisor (or similar position) while employed in professional dance, music, and theater company.
- A practical knowledge of technical theater that includes sound and AV practices and experience with a variety of audio reinforcement, control, basic recording, and intercommunications systems.
- Must be able to comfortably negotiate stairs, ladders, lifts, and catwalks up to 45 feet above ground, as well as working within confined spaces.
- Ability to program and operate sound consoles and projection systems for tech and performances.
- Ability to manage crews in multiple spaces.
- Experience in advanced digital and multi-track recording.
- Should have the skills to troubleshoot and repair sound and AV equipment.
- Working knowledge of all aspects of theatrical sound and AV technologies and experience with a variety of sound and AV equipment.
- Demonstrated leadership skills, experience working with designers and a strong understanding of other areas of production.
- AutoCAD and/or Vectorworks drafting skills preferred.
- Capacity to solve problems and engage in creative thinking about challenges.
- Well-developed communication skills.
- Clear understanding of the artistic process and excellent interpersonal, teamwork, and diplomacy skills.
- Proven ability to work independently and collaboratively in a fast paced, rapidly changing environment.
- Team player: works closely with Production Department Heads, Production Department Staff, Stage Managers and Production Supervisor.
- Familiarity with proper safety protocols for theatrical productions, OSHA & fire codes.
- Ability to work a varying schedule, including nights and weekends.
- Experience with touring productions and international artists is a plus.
- Current CPR and AED certification, ETCP Rigger-Theater and Entertainment Electrician certification highly preferred.
- Higher level education required - BA or BFA degree and/or MFA preferred.

KEY RESPONSIBILITIES

- Serve as the Sound and AV head for all events and shows. Serve as the Sound Designer as necessary for select events.
 - Act as sound board & projection system operator to fulfill programming and show run needs.
 - Produce and update all sound and AV plots and other related Vectorworks or AutoCAD documentation.
 - Lead, guide, and facilitate communication between the production department and sound and projections designers. Work with designers to advance shows, plan and implement designs, and to prep and provide equipment necessary to tech and run shows.
 - Maintain a clear understanding of all aspects of production in order to facilitate sound and AV needs throughout the build, rehearsal, technical rehearsal, running, and closing of each production and special events.
 - Assist the Director of Production with season planning and budgeting as it relates to the sound and AV needs of the productions. Maintain sound and AV equipment vendor relations.
 - Participate in the planning and design of capital improvements for theatres, shops, offices, and equipment upgrades.
 - Work with designers, directors, and production management to manage and maximize the artistic impact of financial resources. Evaluate designs, create materials, and assess labor estimates.
 - Manage and be responsible for sound and AV budgets and keep accurate records of spending for the department.
 - Hire, train, and supervise audio and AV staff and over hire in the preparation, load-in, and maintenance of shows.
 - Organize and administer the Sound and AV department including creation and implementation of a calendar, follow-through on design deadlines, scheduling and coordinating staff, and coordinating and supervising the preparation and installation of all sound and AV elements for each production. Maintain accurate inventories of all sound and AV equipment and track its use.
 - With production management, work to provide and maintain a safe working environment, including managing and providing training, equipment, recordkeeping, and incident reporting.
 - Manage and participate, as necessary, in changeovers, technical rehearsals, and previews to manage technical sound and AV needs. Assist designers, monitor and aid staff, and collaborate with other shops.
 - Assist sound and projection designers during tech and preview process, making suggestions and sharing ideas to solve problems, improve product, and facilitate changes when needed.
 - Assist the Production Department Heads in developing and maintaining technical manuals and procedures.
 - Participate to foster achievement of artistic goals of the theatre and insure quality and consistency, and maintain the highest production values for the WACPA by contributing in group discussion, meetings, post mortems, note sessions, etc.
 - Responsible for reading show reports, rehearsal schedules, and facilities calendars. Follow-up on applicable details/notes and communicate information to supervisors and staff as appropriate.
 - Collaborate with other departments as required to facilitate sound and AV needs for special events in the theaters and production center.
 - Work with Education, Special Events, Marketing, and Development departments to help facilitate education shows and special programs. Teach workshops, talk about the company and your career with students, and meeting with constituent groups to discuss 'behind the scenes' activities as necessary and as agreed.
 - Attend full staff meetings, production head meetings, production department meetings, post mortems, and board meetings as necessary.
 - Orients facility renters and visiting productions on safety regulations, technical characteristics, and other areas of facility operations. Facilitates the use of the technical facilities by the resident company and others engaged by or renting the facility.
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PHYSICAL DEMANDS

While performing the essential functions of this job, the incumbent must be able to do the following: stand for extended periods; sit for extended periods; bend and reach for filing and other job-related functions; climb up and down stairs; bend, stoop, and lift to move and retrieve materials; pull, push, and lift up to 50 pounds; reach both above and below shoulder height. Specific visual abilities include close vision, long-range vision, color vision, depth perception, and the ability to adjust focus. Must be able to visually inspect work. Manual dexterity to operate computer and other office equipment required.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made.

The above statements are intended to describe the general nature and level of work performed by individuals assigned to this position; they do not purport to describe all functions of the position. Employees may be assigned other duties and the essential functions of the position may change or be changed as necessary.

By signing below, I acknowledge that I have read and understand my job responsibilities and are able to carry out such responsibilities.

Employee's Name _____

Date _____

Employee's Signature _____