

The Wallis Annenberg Center for the Performing Arts is accepting applicants for the position of Audio/Video Supervisor, to join a busy ten person production staff. The Audio/Video Supervisor directs and manages all aspects of audio, projections, and theatrical communications systems operation for the Wallis facility. The A/V Supervisor leads and supervises the Audio/Video Coordinator and Audio/Video personnel and assists in maintaining the sound and video department equipment and is responsible for supporting the artistic vision of directors and designers as it relates to the advancement, budgeting, and realization of audio and projections designs. For some programming, the Audio/Video Supervisor will work as a creative team member, designing sound and/or video/projection elements for the production. This position reports to the Director of Production. It is a full time year-round exempt position, salary and benefits commensurate with experience.

The Wallis began our fourth season in September 2016, in the heart of Beverly Hills, and was honored with an LA Ovation Award for Best Season, in 2015. The Wallis presents Music, Dance, Lectures and Film Series, presents and produces Theatre pieces, and hosts numerous special events and rentals over the entire year. The Wallis is an EOE.

The anticipated start date for this position is mid-June, 2017. Please forward resumes to idasaro@thewallis.org or by mail to: James D'Asaro, Director of Production, The Wallis Annenberg Center for the Performing Arts, 9390 North Santa Monica Blvd., Beverly Hills, CA 90210. No phone calls, please.

DUTIES and RESPONSIBILITIES

- Serve as the audio and video head for all events and shows. Serve as the Sound Designer or Video/Projections Designer as necessary for select events.
- Act as sound board or projection system operator to fulfill programming and show run needs as needed.
- Produce and update sound and video 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, video/projections, and theatrical communications needs throughout the build, rehearsal, technical rehearsal, running, and closing of each production and special events.
- Assist Director of Production with season planning and budgeting as it relates to the sound and video needs of the productions. Maintain sound and video equipment vendor relations.
- Participate in planning and design for capital improvements for theatres, shops, offices, and equipment upgrades for the Wallis facility and theaters.
- Work with designers, directors, and production management to manage and maximize the artistic impact of financial resources. Evaluate designs, create materials and labor estimates.
- Manage and be responsible for sound and video budgets and keep accurate records of spending for the department.

- Train and supervise audio and video staff and over hire in the preparation, load-in, and maintenance of shows.
- Organize and administrate the Audio and Video department including scheduling consultation, follow-through on design deadlines, scheduling and coordinating staff, and coordinating and supervising the preparation and installation of all sound and video elements for each production. Maintain accurate inventories of all sound and video 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 video 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.
- Assist the Production Department Heads in developing and maintaining technical manuals and procedures.
- Participate to foster achievement of artistic goals of the theatre, insure quality and consistency, and maintain the highest production values for The Wallis 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 video 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 to safety, 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.

EDUCATION, EXPERIENCE and SKILL REQUIREMENTS

- Higher level education required - BA or BFA degree. MFA preferred.
- At least five years experience working as a Sound and Video Supervisor, or similar, in professional dance, music and theatre.
- A practical knowledge of technical theater to include sound and video/projection practices and experience with a variety of audio reinforcement, control, basic recording, and intercommunications systems.
- Advanced knowledge of digital audio signal distribution and systems such as Dante, and Cobranet, or various AESx standards.
- Familiarity with a variety of audio mixing techniques and console programming as they relate to live concert as well as theatrical specific implementations.

- A practical knowledge of sound system tuning/leveling and projector lens calculations and setup, as well as projector interfaces and remote interfacing.
- A practical knowledge of video signal and distribution as it pertains to broadcast, SDI and analog systems, as well as live event computer show controlled systems.
- A practical knowledge of video and audio systems as it pertains to movie theater screenings a plus.
- Must be able to comfortably negotiate stairs, ladders, lifts, and catwalks up to 60 feet above ground, as well as working within confined spaces.
- Ability to program and operate sound consoles and projection systems for tech and performances. Familiarity with Yamaha and Digico consoles. Familiarity with Barco, Christie, and Panasonic projectors preferred.
- Ability to manage crews in multiple spaces.
- Experience in advanced digital multi-track recording.
- Should have knowledge and the skills to troubleshoot and repair sound and video equipment.
- Working knowledge of all aspects of theatrical sound and video technologies and experience with a variety of sound and video equipment.
- Demonstrated leadership skills, experience working with designers and a strong understanding of other areas of production.
- AutoCAD and/or Vectorworks drafting skills preferred.
- QSC Qsys and AMX experience preferred.
- Familiarity with Qlab, Watchout, and other show control systems.
- 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.
- Valid driver's license required at time of hire.
- Experience with touring productions and international artists is a plus.
- Current CPR and AED certification, ETCP Rigger-Theater and Entertainment Electrician certification preferred.