

## **Audio Video Supervisor**

### **ABOUT US**

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Deeply rooted in our local Beverly Hills community and influenced by cultural change, the Wallis Annenberg Center for the Performing Arts, a public-private partnership with the City of Beverly Hills, strives to be a site for the convergence of relevant, dynamic performing arts, education and civic life, strengthening our local and global community is our role as a presenter, producer, educator and community resource. We approach our work with the pioneering creative spirit of Beverly Hills and greater Los Angeles, while also recognizing that we live in a multi-cultural every-changing world guided by our core values of Trust, Artistic Courage, Enlightenment, Cooperation, Communication, Diversity, Equity and Inclusion, and Accountability.

The campus itself is a breathtaking 70,000-square-foot facility celebrating the classic and the modern and has garnered six architectural awards. The restored building features the original 1933 Beverly Hills Post Office (on the National Register of Historic Places), which serves as the theater's dramatic yet welcoming lobby, and includes the contemporary 500-seat, state-of-the-art Bram Goldsmith Theater; the 150-seat Lovelace Studio Theater and an inviting open-air plaza for family, community and other performances.

### **ABOUT THE JOB**

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The Audio/Video Supervisor directs and manages all aspects of A/V operation, and the coordination of technical elements as they relate to A/V across the Wallis campus, including in both the Goldsmith and Lovelace Theaters. This position leads and supervises all A/V personnel, maintains the A/V department equipment, and manages the A/V 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 video/projection 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 video/projection elements of the productions. 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 Technical Director and Director of Production.

### **WHAT YOU'LL DO**

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- Serve as the A/V lead for all events and shows. Serve as the Sound Designer as necessary for select events.
- Act as sound board and/or projection system operator, as needed.
- Create and maintain all sound, video, and projection plots, system block diagrams or signal flow charts, operator instructions, and other related Vectorworks or AutoCAD documentation.
- Lead, guide, and facilitate communication between the production department and sound and video/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 A/V needs of the productions. Maintain A/V 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 A/V budgets and keep accurate records of spending for the department.
- Hire, train, and supervise A/V staff and over hire in the preparation, load-in/out, and maintenance of shows.
- Organize and administer the A/V 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 A/V elements for each production. Maintain accurate inventories of all A/V 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 A/V needs.
- 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.
- Collaborate with the other 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 production calendars. Follow-up on applicable details/notes and communicate information to supervisors and staff as appropriate.
- Collaborate with other departments as required to facilitate A/V 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 meet with constituent groups to discuss 'behind the scenes' activities as necessary and as agreed.
- Attend full staff meetings, production head meetings, production department meetings, and post mortems as necessary.
- In conjunction with the rest of the production department, instruct crews, facility renters, and visiting productions on safety regulations, technical characteristics, and other areas of facility operations.

## **SKILLS & EXPERIENCE NEEDED**

- High School degree required. Bachelors strongly preferred, MFA preferred, or equivalent professional experience;
- Current CPR and AED certification, ETCP Rigger-Theater and Entertainment Electrician certifications preferred;
- Dante certification and a working knowledge of Q-sys required;
- At least five years of experience working in sound and/or video/projections in a supervisor or managerial role within the entertainment industry. Specific experience in dance, music, and/or theater preferred;
- Working knowledge of A/V network configurations. A practical knowledge of technical theater that includes sound, video, and projections practices and experience with a variety of audio reinforcement, control, basic recording, and intercommunications systems;
- Ability to program and operate sound consoles and video/projection systems for tech and performances. Programming knowledge of Yamaha PM5D, CL5, and LS9 is required. Barco 23b projector experience preferred;
- Ability to manage crews in multiple spaces;
- Skills and experience troubleshooting and repairing A/V equipment;
- Working knowledge of all aspects of theatrical A/V technologies and experience with a variety of A/V equipment;
- Demonstrated leadership skills, experience working with designers and a strong understanding of other areas of production;

- AutoCAD and/or Vectorworks drafting skills preferred;
- Proven ability to collaborate and creatively problem solve;
- Strong written and verbal communication skills, and the ability to communicate clearly with artists and labor of varying backgrounds and abilities;
- 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 required. OSHA certification and knowledge of fire codes preferred;
- Ability to work a varying schedule, including nights and weekends;
- Experience with touring productions and international artists is a plus.

## **BENEFITS**

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This position's benefits are specified in the collective bargaining agreement with IATSE.

## **HOW TO APPLY**

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Please email your resume to [jobs@thewallis.org](mailto:jobs@thewallis.org) and include **Audio Video Supervisor** in the subject line.

**No phone calls please.**

*The Wallis Annenberg Center for the Performing Arts is an Equal Opportunity Employer committed to diversity and encourages applicants of any age, national origin, race, ethnicity, religion, sexual orientation, political affiliation, or gender.*