



TITLE: Audio & Video Supervisor	COMPENSATION:
DEPARTMENT: Production	HIRE DATE:
REPORTS TO: Director of Production	DIRECT REPORTS:

SUMMARY DESCRIPTION:

The Audio Supervisor is responsible for ensuring that audio and video equipment for the theater is kept in good repair, organized, and ready for show use. They serve as the Audio Engineer for mainstage shows, but also oversee troubleshooting and training on audio equipment for the Magik on the Road touring company. They must be a proactive problem solver and work in accordance with industry best practices and Magik policies and procedures.

RESPONSIBILITIES:

- Inspecting, maintaining, and repairing audio equipment for both mainstage and tour.
- Notifying the Director of Production of equipment in need of major repair or replacement, and making recommendations and coordinating purchasing.
- Assisting designers in pulling or recording of sound effects or preshow speeches, and programming QLab for performance use.
- Training both tour and mainstage actors on the proper placement of mic elements.
- Training the touring company on the setup and use of the tour audio system.
- Acting as the Audio Engineer for shows on the mainstage, including setting up and testing mics preshow and striking them post show as well as operation of recorded playback via Qlab.
- Troubleshooting and solving any audio issues as they arise before, during, and after performances.
- Operate and maintain all video equipment needed for each production.
- Keeping audio equipment organized and in good repair, as well as keeping the booth clean and clear of debris.
- Assist with other production needs as necessary.

REQUIRED EDUCATION, EXPERIENCE, & SKILLS

- Bachelors of Arts in Theatre, Audio Engineering, or related field OR professional work experience as an Audio Supervisor, Audio Engineer, Sound Mixer, or similar.
- Understanding of the technical theater process and willingness to assist in realizing a director or designer's vision.
- Familiarity with operating both digital and analogue sound equipment, specifically with programming and running a Midas M32
- Ability to troubleshoot common audio issues and resolve them during a live performance.
- Ability to problem solve and exercise excellent decision making skills. You should be able to work both independently and collaboratively, and be willing to facilitate creative solutions to any challenges.
- Excellent written and verbal communication skills along with strong organizational skills.
- Ability to work productively under strict deadlines.
- Experience programming or working with QLab, Reaper Audio, and Audacity. Experience with email, spreadsheets, G-Suite and/or Microsoft Office.
- Valid Driver's License is a plus.

PHYSICAL & MENTAL REQUIREMENTS:

- Ability to lift up to 50 pounds
- Ability to work at heights on a ladder or catwalk
- Ability to sit for extended periods of time
- Ability to stand for extended periods of time
- Ability to use fine motor skills to operate equipment and/or machinery
- Ability to receive and comprehend instructions verbally and/or in writing
- Ability to use logical reasoning for simple and complex problem-solving