

# Sound & Video Supervisor

**DEPARTMENT:** Production

**FT OR PT:** Full Time

**CLASSIFICATION:** Annual Salaried

**SCHEDULE:** Weekdays, some weeknights, holidays and/or weekends

**STATUS:** Exempt

**REPORTS TO:** Production Management

**WORKS WITH:** La Jolla Playhouse Staff, UCSD Residents & Students, Visiting Artists & Designers, IATSE Labor

**SUPERVISES:** IATSE Sound & Video Shop Personnel (including construction / load in crew, design assistants and run crew), Sound and Video Programmers and Board Operators, IATSE Sound and Video Run Crew, IATSE Apprentices & Pre-Apprentices

## TO APPLY

Send cover letter, resume, and references to [resumes@ljp.org](mailto:resumes@ljp.org). PLEASE INCLUDE IN THE SUBJECT LINE – “Sound Supervisor” Electronic submissions only no mail, fax or phone calls please.

La Jolla Playhouse encourages applicants with a unique perspective inclusive of race, color, religion, familial status, gender identity or expression, sexual orientation, national origin, age and physical ability to apply. We are committed to diversity in all areas of our work, on and off stage. La Jolla Playhouse is an Equal Opportunity Employer (EOE), and all qualified applications will receive consideration.

## JOB DESCRIPTION

Under the direction of the Production Manager, the Sound & Video Supervisor serves as a key member of La Jolla Playhouse’s Production Department. The position is expected to function independently in a fast-paced and detail-critical environment. The Sound & Video Supervisor works closely with and is responsible for managing sound and video projects from conception to completion with the design and creative teams for each production. Key to the success of those projects, the Sound & Video Supervisor, in conjunction with the Production Manager, will take an active role in facilitating communication with Technical Director, Designers, IATSE Stage hands and La Jolla Playhouse Management to ensure all departments are informed about designs, changes, and planning for each production.

The Sound and Video Supervisor will have the primary responsibility to oversee and coordinate Playhouse Sound and Video Department resources and the successful bidding, ordering, installation, maintenance, running, strike and transfer of Sound and Video production packages (rented and in-house) for all La Jolla Playhouse productions, festivals and special events while maintaining a safe and healthy work environment. The Supervisor will additionally organize and track departmental resources and budgets and will work with the Production Manager to develop long-term goals and plans for the Sound and Video Department. When time commitment allows, the Sound and Video supervisor may also serve as Designer on smaller productions, events and presentations or as Associate Designer on larger productions. Strong candidates will possess a demonstrated ability to forecast labor and material budgets, track budgets throughout the production process, and present efficient technical and artistic solutions to the design and production teams. The successful candidate is an engineer, technician, manager, and artist committed to the artistic vision and mission of La Jolla Playhouse.

## RESPONSIBILITIES

- Coordinate with Visiting Artists, Designers, Assistants, Programmers, and Engineers for La Jolla Playhouse productions, festivals and special events on their requirements and needs.
- Maintain clear communication with Designers about the feasibility of designs via system diagrams, drafts and sound packages.
- Maintain and organize La Jolla Playhouse Sound and Video Shop and resources.
- Manage the technical theatre specifications for the sound/ video department
- Maintain early and constant communication with Production Managers, Production Department Supervisors, and Designers regarding coordination of artists' requirements and La Jolla Playhouse resources.
- Oversee all aspects of load-in, setup, focus, programming, tech rehearsals, performance, strike and transfer of all sound and video equipment including speakers, com systems, microphones, cabling and rigging, video projectors, screens and computer networks, and software configurations for rehearsals and performances.
- Manage the sound/video shop workflow and operations including but not limited to: scheduling, accounting, purchasing, labor and equipment planning.
- Supervise and assist in season-wide labor planning for the Costumes Department on an on-going basis.
- Supervise and manage sound/video crews including all IATSE technicians and apprentices.

- Estimate and track sound and video labor and material/rental costs for productions and advise Production Management of the potential financial consequences of any proposed changes or other alterations to technical plans.
- Adjust and present options to designers to assist in the budget and implementation process.
- Provide training and mentorship to entry level technicians when required.
- Attend technical rehearsals and previews as required.
- Coordinate notes from dress rehearsals and previews and establish priorities.
- Attend production and design meetings as requested.
- Work closely with the UCSD Sound & Video supervisor to ensure close collaboration in shared spaces, manpower and resources between UCSD Theatre and Dance and LJP.
- Ensure that the sound/ video shop comply with safety standards of the theatre district.
- Perform and analyze risk assessments and reviews with visiting design teams and Production Management to achieve workable and safe productions at all levels.
- Serve as Design Associate on larger productions when the opportunity arises.
- Function in a professional and collegial manner when collaborating with all theatre personnel, professional creative teams, staff, management and other visiting artists.
- Other duties as assigned.

## QUALIFICATIONS

- MFA or BA in sound design or technical theatre preferred. Or 4 plus years of professional experience in theatrical and musical audio & theatrical video, preferably in a LORT theatre environment.
- Proven ability and experience in providing leadership and management.
- Detailed knowledge (maintenance, repair, and troubleshooting) in leading sound and video equipment and supplies including but not limited to: mixing consoles (digital and analog), amplifiers, speakers, patching, wireless microphones, effects, EQs, video projectors & monitors, theatrical com systems, projections playback hardware and software.
- Knowledge and aptitude in sound and video performance and creation software including but not limited to: Watchout 5.0, Isadora, Qlab, Photoshop, AfterEffects, Logic, ProTools, MainStage.
- Ability to read and create sound and video designer drawings, plots, and schematics.
- Computer skills: Mac, PC, Networking, IP, TCP/IP, UDP, Artnet, DMX
- Knowledge of MIDI equipment: samplers, keyboards, electronic percussion, sound modules, mergers, splitters, etc.

- Knowledge of video general aspect ratios, resolutions, DVI/VGA/HDMI, baluns, VDAs, etc.
- Ability to solder and repair electronic equipment.
- Knowledge of theatrical rigging. ETCP certification preferred.
- Deep knowledge of and dedication to safe working practices.
- Demonstrated skill and success in the development, forecasting, management, and tracking of complex production budgets.
- Possess strong attention to detail, critical thinking, problem solving, excellent communication and organizational skills.
- Have a good sense of humor and a positive attitude. Be able to work in a collaborative manner.
- Ability to multi-task and to work in a fast pace environment.
- Regular availability during nights and weekends.
- The ability to climb and work on ladders, lifts, catwalks, and grids etc.
- Ability to regularly lift 50lbs or more.