

# Sound & Video Supervisor

- DEPARTMENT:** Production
- CLASSIFICATION:** This is a full-time, exempt (salaried) position, eligible for a full array of benefits including health and life insurance, 403(b) retirement plan, paid time off (vacation, sick and 11 holidays), and complimentary tickets to Playhouse performances
- PAY:** \$70,000 - \$80,000 (DOE)
- LOCATION:** La Jolla, CA on the beautiful campus of the University of California, San Diego
- REPORTS TO:** Senior Production Manager & Production Manager
- WORKS WITH:** Production Management, LJP Staff, Visiting Artists & Designers, IATSE Labor, LJP Operations, UCSD Residents & Students, UCSD Theatre & Dance Supervisors, Rental Vendors
- SUPERVISES:** Audio & Video Engineers, Sound & Video Technicians, Apprentices & Pre-Apprentices
- POSTING DATE:** August 2023
- TO APPLY:** Please send resume and references along with a cover letter to [productionjobs@ljp.org](mailto:productionjobs@ljp.org). Please include in the subject line – “Sound & Video Supervisor”.

## ORGANIZATION OVERVIEW

La Jolla Playhouse is a place where artists and audiences come together to create what's new and next in the American theatre, from Tony Award-winning productions, to imaginative programs for young audiences, to interactive experiences outside our theatre walls. Founded in 1947 by Gregory Peck, Dorothy McGuire and Mel Ferrer, the Playhouse is currently led by Tony Award winner Christopher Ashley, the Rich Family Artistic Director of La Jolla Playhouse, and Managing Director Debby Buchholz. The Playhouse is internationally renowned for the development of new plays and musicals, including mounting 108 world premieres, commissioning 70 new works, and sending 33 productions to Broadway, garnering a total of 38 Tony Awards, as well as the 1993 Tony Award for Outstanding Regional Theatre. These works include the Broadway hits *Come From Away*, *Diana* and *Memphis*, all directed by Ashley; *The Who's Tommy*; the Pulitzer Prize-winning *I Am My Own Wife*; and *Jersey Boys*.

La Jolla Playhouse is committed to diversity in all areas of our work, on and off stage. We lead with our values and encourage individuals with unique perspectives to apply. La Jolla Playhouse is proud to be an Equal Opportunity Employer (EOE).

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## STATEMENT OF JOB

Under the direction of the Senior Production Manager & Production Manager, the Sound & Video Supervisor leads the La Jolla Playhouse Sound & Video Department. This position will have the primary responsibility of managing sound and video designs and implementation for all productions produced and presented by La Jolla Playhouse including festivals and special events. Key to the success of those projects, the Sound & Video Supervisor, in collaboration with the other Production Department Supervisors, will take an active role in communication with Designers, IATSE Stagehands and La Jolla Playhouse Management with an emphasis on maintaining a safe and healthy work environment.

Strong candidates will possess a strong working knowledge of theatrical sound & video systems and experience leading teams. The successful candidate is a collaborative and leadership focused sound or video engineer committed to La Jolla Playhouse's mission and values.

## ESSENTIAL JOB DUTIES

- Maintenance & organization of La Jolla Playhouse Sound & Video resources including inventory and materials, personnel management, budgets and estimates, and tracking of those resources throughout the production process.
- Create, manage and update technical drawings for sound and video elements of productions based on designer drawings, layouts, and other visual aids.
- Research technology and hardware required to execute the installation of designed sound & video plots.
- Actively communicate with sound & video crew to monitor installation, notes and strike progress and help monitor quality control.
- Work closely with Department Supervisors and Production Managers to meet budgetary and scheduling goals.
- Communicate closely with production design team during all phases of the project.
- Compile relevant drawings and documents to facilitate successful future transfers of LJP productions as necessary.
- Enhance and support the educational and institutional mission of La Jolla Playhouse.
- Maintain regular communication regarding coordination of artists' requirements and La Jolla Playhouse resources.
- Coordinate and negotiate rental packages for sound and video rentals with outside vendors as necessary.
- Advise on long-term capital improvement planning for the Sound & Video Department.

## INCLUSIVE & SAFE WORKING ENVIRONMENT

- Commitment to a culture of learning, community, anti-racism, inclusion, belonging, and respect among employees and visiting artists.
- Commitment to a culture of safety, both psychological and physical, ensuring a safe work environment.
- Represent as necessary, the Sound & Video Departments during Safety Inspections in Production facilities.
- In collaboration with Production Management and other Department Supervisors, contribute to production risk assessments to achieve workable and safe productions at all levels.
- Maintain current knowledge of safety best practices and standards.

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## **STAFFING, SCHEDULING & WORKFLOW**

- Lead the Sound & Video Departments.
- Develop and communicate staffing plans and schedules to Production Management and other Department Supervisors as necessary.
- Recruit, hire and train sound & video technicians and engineers to meet the needs of the department on an ongoing basis.
- Collaborate with Production Management and other Department Supervisors on estimating cost for designs based on designer drawings.
- Direct the Sound & Video Staff in the Maintenance, Installation, Strike and Transfer process for all productions beginning with early design consultations through completion of projects.
- Collaborate with other Department Supervisors on composite drawings to incorporate sound & video equipment.
- Attend production meetings, run throughs, tech rehearsal, previews, and note sessions as requested by Production Management.

## **REQUIREMENTS & PROFICIENCIES**

- Professional experience in theatrical sound and video technology.
- Strong working knowledge of sound & video signal flow for the stage.
- Proficient in Vectorworks and other design related software for theatrical sound & video.
- Working knowledge of and experience with specialized equipment, consoles and playback systems used in advanced sound & video design.
- Ability to read and create CAD sound & video drawings.
- Computer & software skills: Mac, PC, Networking, IP, TCP/IP, AutoCAD, Vectorworks, Qlab, Disguise, Watchout, UDP, Artnet, DMX, MIDI, OSC.
- Deep knowledge of and dedication to safe work practice and industry best rigging practices for sound & video equipment.
- Strong attention to detail and proactive monitoring of processes with excellent communication skills and a collaborative demeanor.
- Possess strong critical thinking, problem solving, and organizational skills.
- Works well under pressure and time constraints, maintaining a calm demeanor in the face of new and unexpected challenges.
- Alignment with the values of La Jolla Playhouse.
- A commitment to uphold and support the Playhouse's Anti-Racism Action Plan.
- Being fully vaccinated against COVID-19 by an FDA approved vaccine is a condition of employment.

### **Additional Desired Qualifications**

- Bachelor's degree or Advanced Master's in Sound and/or Video Production or Design.
- Experience working in a LORT Theater.

## **PHYSICAL REQUIREMENTS**

- The production facilities at La Jolla Playhouse are in a multistory building with work taking place on all levels. Work may take place on ladders, mobile elevated work platforms, and/or steel grids at heights between 18-60' above deck level accessed by a straight ladder.
- This job may require the ability to stay in a stationary position for long periods of time. Use of limbs, good manual dexterity, strength, coordination and stamina may be required at times.
- Must be able to work a flexible schedule, including some nights, weekends and holidays.