



Asst. Head of Audio– Job Description

JOB TITLE: Asst. Head of Audio

ALTERNATE TITLES: Sound/Audio Technician

REPORTS TO: Director of Production, Head of Sound, Asst. Head of Sound

JOB TYPE: Seasonal, Salaried

SUPERVISES: Audio Technicians

GENERAL JOB STATEMENT: The Asst. Head of Audio assists the Head of Audio in leading the sound department to ensure smooth operation of prep, run, and load-out of all shows. They will work closely with the Sound Designer to determine the cost and feasibility of the submitted sound design. They will also be responsible for planning and executing any audio related practicals onstage.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Analyze, interpret, and organize the sound plot to determine the feasibility and most efficient way to hang and focus speakers from show to show.
- Ensure load-in and strike are completed in a timely manner in coordination with the scenery, props, and electric departments.
- Mix orchestra levels and monitors during appropriate rehearsals and performances
- Develop and run audio cues during technical rehearsals and shows.
- Installation and load-out of season assets including truss, PA equipment, monitors, and cabling.
- Installation of show-specific sound effects.
- Installation and layout of the orchestra and orchestra audio support.
- Participate in all show load-ins and loadouts.
- Manage storage and inventory of all audio tools and equipment.
- Ability to lead and work as a member of a crew.
- Maintain a clean, organized, and safe work environment
- Any additional tasks as requested by the Director of Production, Asst. Production Manager or Head of Sound.

QUALIFICATIONS AND SKILLS:

- 3 years' experience in audio methods, practices, troubleshooting, & mixing.
- Ideal candidate will have experience with contemporary equipment.
- Programming knowledge is a plus.
- Knowledge of theatrical audio setup and practices.
- Knowledge of audio console programming, recording, editing, and mixing.
- Excellent communication, organization, collaborative and interpersonal skills.
- Willingness to learn new techniques and methods in given field.