



## Head of Audio– Job Description

**JOB TITLE:** Head of Audio

**ALTERNATE TITLES:** Head of Sound

**REPORTS TO:** Director of Production

**JOB TYPE:** Seasonal, Salaried

**SUPERVISES:** Asst. Head of Audio, Audio Technicians

**GENERAL JOB STATEMENT:** The Head of Audio leads the audio 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 are also 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.
- Oversee audio technicians during technical rehearsals and shows.
- Investigate and research any potential audio equipment rentals or purchases.
- Oversee the seasonal audio department budget to ensure productions are executed at or within budget guidelines.
- Installation and load-out of season assets including trusses, PA equipment, monitors, and cabling.
- Installation of show-specific sound effects.
- Installation and layout of the orchestra.
- Work with Sound Designer to Mix show as directed.
- 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 or Asst. Production Manager

### **QUALIFICATIONS AND SKILLS:**

- Minimum 4 years experience in sound including safe practices, troubleshooting, and run crew preferred.
- Experience with contemporary equipment.
- Advanced knowledge of theatrical audio setup and practices.
- Advanced 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.