

Head of Audio – Job Description

JOB TITLE: Head of Audio

ALTERNATE TITLES: Head of Sound

REPORTS TO: Director of Production, Technical Director

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, load-in, 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, prepare 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 load-outs 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 audio equipment rentals or purchases.
- Oversee the seasonal audio department budget to ensure productions are executed within budget guidelines.
- Installation and load-out of season rental including trusses, PA equipment, monitors, and cabling.
- Installation of show-specific sound effects.
- Installation and layout of the orchestra.
- Responsible for the setup and maintenance of video feeds for back stage use, including wide stage, IR, Conductor and any special requested views.
- 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 Technical Director

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.
- Knowledge of video equipment operation for show monitoring purposes.
- Excellent communication, organization, collaborative and interpersonal skills.
- Willingness to learn new techniques and methods in given field.