

SHEBOYGAN THEATRE COMPANY
JOB DESCRIPTION

TITLE: Technical Supervisor-Sound

RELATIONSHIPS:

- Reports to Production Manager
- Supervises Volunteers
- Works with Set Designer
- Works with Building Custodial Staff
- Works with the Directors
- Works with Music Director
- Works with Choreographer
- Works with Technical Supervisor–Sound/Lighting

LENGTH OF CONTRACT:

The term of the contract is for one season, with a probationary period.

QUALIFICATIONS OF THE POSITION:

Graduate of an accredited college or university with a degree in theatre or related field with an emphasis in sound, technical direction, or shop supervision. Experienced as a generalist in all aspects of technical theatre production including scenery, props, sound, lighting, make-up and costumes, with the ability to lead and teach.

REQUIREMENTS OF THE POSITION

Supervision and leadership of community theatre productions and activities through the efforts of volunteers within a school setting.

RESPONSIBILITIES:

- Supervise and lead the sound department.
- Design sound, setup equipment, engineer sound, program sound equipment, operate the sound board as necessary, contact and schedule sound volunteers.
- Teach and train backstage volunteers and the Technical Supervisor-Sound/Lighting in all aspects of sound, including design and production with an emphasis on leading by example.
- Give technical direction by interpreting designs; take the lead planning and implementing sound.
- Create any drawings and paperwork as deemed necessary.
- Ensure that deadlines are met in a safe and quality manner according to established theatrical standards.
- Supervise the proper use of school and Sheboygan Theatre Company facilities, equipment and materials.
- Ensure that areas assigned to The Company and/or shared with the Sheboygan Area School District are maintained in a neat and orderly organized fashion at all times. Maintain equipment or request repairs.
- Communicate production information between staff and volunteers.
- Train, supervise and develop a sufficient quantity and quality of volunteer technicians to carry out the various productions scheduled.
- Attend the meetings of the Production Staff, Production Committee, and Staff as requested.
- Provide technical training for interested participants.
- Recommend purchases and budget adjustments.
- Ensure safety in all operations of the theater.
- Assist in the recruitment of sound volunteers to design, run board, and crew.
- Trouble shoot and solve sound problems.
- Attend all necessary open shop times, technical rehearsals, dress rehearsals, and shows.
- Supervise sound checks.
- Monitor the sound for quality.
- Find a substitute or substitute for sound positions as necessary.
- Other duties as assigned by the Production Manager.

Adopted 2-2-11

Revised 10-5-11