

Audio/Video Supervisor

Department:	Production
Reports to:	Director of Production (DOP)
Direct Reports:	Overhire Audio Engineer
Classification:	This is a full-time seasonal, exempt (salary) position, eligible for an array of benefits including health & dental insurance
Compensation:	The annual starting salary is \$50,000 to \$52,000 plus benefits (including health, dental, life insurance and PTO).
How to apply:	Please submit resume and cover letter to human.resources@longwharf.org . Please include in the subject line: "Audio/Video Supervisor"

The Invitation:

Long Wharf Theatre is a gathering place dedicated to producing boundary-breaking theatre with and for its kaleidoscopic communities. We believe that theatre is for everyone, and that art and activism can live side by side. We are committed to building boundary-breaking theatre with, for, and by the greater New Haven community. We are seeking an Audio/Video Supervisor to oversee the audio/video department for all shows, events, and rentals.

The Work Environment and Culture:

The leadership at LWT cares deeply about staff culture and development. Members of the LWT staff are encouraged to engage in courageous conversations within departments and interdepartmentally. There is a belief within the organization that great art comes from great relationships. LWT supports and cares for team members as a reflection of the quality of artistic exploration on our stages.

The Duties (including, but not limited to):

- Collaborate with technical department heads, designers, and directors.
- Plan and budget designs including rentals.
- Hire and supervise crews for audio and video load ins.
- Manage, track and report materials and labor budgets.
- Maintain Theatre and lobby audio and video equipment.
- Set up and maintain clear com system.
- Set up and maintain CCTV.
- Maintain audio and video playback for all shows as required.
- Process timesheets in a complete and timely manner.
- Attend Technical Department Head meetings, production meetings and any meetings as required by DOP.
- Attend trainings in administrative procedures as required.
- Attend safety trainings as required.

The Skills & Expertise Needed:

- Commitment to working within an organization committed to advancing anti-racism, gender equity, and radical inclusion.
- Requires understanding of the following: QLab, Yamaha Consoles, Mac OS, Windows, ProTools, Isadora, Watchout, MSC and OSC, and computer networking
- Capable of setting up mix positions, orchestras/bands, wired and wireless intercom, and wired and wireless microphone systems.
- Ability to supervise crews, work alone or on a team, as needs require.
- Strong written and verbal communications skills.
- Self-motivated.
- Well organized and detail oriented.
- Ability to lift at least 50 pounds on a regular basis.
- Ability to perform many varying tasks in one day.

- Values a safe work environment.
- Ability to learn web-based software required for the job and for administrative purposes.
- Ability to use a computer for email, calendaring, spreadsheets, and word processing.
- This is a physically active role that requires the ability to lift heavy objects (50lbs+), climb stairs, work at height on various elevation devices for prolonged periods of time, bend and stand for long periods of time, as necessary.
- Valid US Driver License in good standing subject to a motor vehicle record check.
- Provable eligibility to work in the US.
- This position requires occasional weekend and evening work.

The Experience Needed:

- 3 to 5 years professional theatre audio and video experience.
- Ability to supervise crews, work alone or on a team, as needs require.
- Self-motivated, well-organized and detail oriented.
- Excellent computer proficiency with email, calendars, spreadsheets, and word processing (MS Office – Word, Excel and Outlook).
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Interest in/knowledge of live theatre or the performing arts.

Full vaccination against COVID-19 is required as a condition of employment.