



**AUDIO SUPERVISOR  
Seasonal, Full-Time**

**Reports to:** Director of Production and Operations

**Supervising:** Assistant Audio Supervisor/A1 & Audio Assistant/A2

**Start Date:** May 13, 2024

**End Date:** September 8, 2024

**Housing:** Single bedroom, shared kitchen, and bath in company housing

**Compensation:** \$800-\$900/week, housing included

**Prep Work:** Up to 40 hours of remote work prior to the onsite start date will be compensated.

**Overview:**

Weston Theater Company (WTC) is designed to be a collaborative organization; employees forge interdepartmental relationships and contribute to a positive and supportive workplace through teamwork, flexibility, and goal-oriented cooperation. The successful candidate will be passionate and engaged in their area of expertise and will also demonstrate a willingness to help other departments if needed to fulfill WTC's mission: to create theater to engage, entertain, and inspire our ever-expanding community.

Weston Theater Company is located in rural southern Vermont. Having an appreciation for nature and a quiet small-town vibe for the summer is essential. What we lack in population density, public transportation, and urban conveniences is offset by the beauty of 400,000 acres of national forests, lakes, quintessential general stores, and caring community.

**Responsibilities include, but are not limited to:**

- Compensated remote work will include attending Design and Production Meetings and possible staffing/hiring interviews for audio department. Remote dates are flexible, and meetings will be scheduled with advance notice;
- Oversee the Audio Department, the day-to-day operations and needs;
- Work with Sound Designer to compile and list all needed sound rental equipment;
- Assist with acquiring all rental Sound equipment;
- Provide audio support audio needs for three Walker Farm Productions and other special events;
- Ensure completion of all audio elements of each production to the satisfaction of the Audio Designers;
- Program and operate audio consoles;
- Work with Music Directors on audio needs, backline, acquisition, setup, and maintenance;
- Install necessary equipment and cabling for all shows, including playback, mixers, amps, microphones (if required); video cameras and monitors for conductor, stage shots; maintain Clear-Com system and equipment;
- Communicate proactively with Audio Designers, Stage Managers, Directors, guest artists and other production department heads to ensure safe and appropriate implementation of all Audio elements;

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- Create and manage all show-related audio paperwork;
- Coordinate run crew staffing and schedule for all shows in conjunction with Production Management;
- Create, establish, and communicate schedules for Audio Department; communicate schedules and goals with Department Heads and Production Management; Work with Director of Production and Operations to manage overtime;
- Attend and participate in production and department head meetings;
- Order necessary materials and supplies in a timely manner;
- Manage show and department budgets as well as receipt tracking;
- Track deliveries and purchasing paperwork, submitting invoices and receipts to Production Management in a timely manner;
- Maintain and repair audio equipment in all venues;
- Assist the Audio Department during installs, changeovers, and strikes;
- Provide support for special events or company projects as needed;
- Assist in the upkeep, cleanup, and maintenance of work areas and equipment;
- Assist other departments whenever possible.

## **PREFERRED REQUIREMENTS:**

- Advanced skills in Audio Design, mixing and engineering, including creation and acquisition of audio and music effects;
- Experience setting up, engineering, and maintaining wireless mic systems;
- Prior Experience mixing a musical as an A1;
- Proficiency with Broadway style line by line mixing using digital consoles required;
- Familiarity with Qlab necessary;
- Experience maintaining and repairing Clear Com and backstage video systems;
- Advanced knowledge of sound consoles;
- Comfortable working at heights ranging from twenty to thirty feet from floor level, and may often call for the use of genies, scaffolding, ladders, and grid work;
- Ability to work in tight, awkward spaces is necessary;
- Excellent inter-personal, organizational, collaborative, communication, and leadership skills;
- Proven ability to motivate, manage, educate, and coordinate staff members of varying proficiency levels;
- Demonstrated experience working on multiple productions within tight timelines and budgets;
- Demonstrated knowledge of industry and OSHA standard safety practices;
- Ability to safely lift 50 lbs. with assistance;
- Valid driver's license with clean driving record;
- Experience loading/ unloading a 24-foot truck required;
- Ability to thrive in a rural area with limited cell service.

Weston Theater Company is proud to be an Equal Opportunity Employer. We strongly encourage applicants from historically marginalized communities. WTC recognizes that historic institutional practices have led to an exclusionary and harmful environment for members of



these communities, and is actively working to become a more diverse, anti-racist, inclusive organization. We acknowledge and welcome the complexity of the work ahead.

Full vaccinations for staff, creative team, and artists are mandatory for employment, as is adherence to all COVID-19 safety protocols. Proof of vaccination will be required upon first day of work.

To apply, send cover letter, resume, and three references to [hire@westontheater.org](mailto:hire@westontheater.org). Please put "Audio Supervisor" in the subject line.