

POSITION ANNOUNCEMENT

Audio / Visual Supervisor

STATUS: Full-time, Exempt
REPORTS TO: Production Manager
POSITION AVAILABLE: July 1, 2022



ABOUT ROUND HOUSE THEATRE

Round House is a theatre for everyone. We enrich our community through bold, outstanding theatrical and educational experiences that inspire empathy and demand conversation. We work toward equity, diversity, and inclusion across all aspects of our organization; we highlight voices that have been historically misrepresented and under-resourced by the theatre field; and we ensure that our work is accessible to patrons of all ages, cultural backgrounds, economic groups, and physical ability. Our [organizational values](#) include a [commitment to be an anti-racist](#), anti-sexist organization. We actively encourage people from a variety of backgrounds with different experiences, skills, and stories to join us and develop our working practice.

Round House Theatre is one of the “Big Six” professional theatres in the Washington, DC area, with “a renovation matching [its] upgrade in recent years as a purveyor of dramatic art” (Peter Marks, *The Washington Post*). A nonprofit professional LORT theatre with an annual budget of more than \$6 million located in suburban Washington, DC (Bethesda and Silver Spring, MD), Round House produces a six-show season of new plays, modern classics, and musicals for more than 50,000 patrons each year at its newly renovated 350-seat theatre in Bethesda in addition to providing educational programs for more than 5,000 students of all ages at its six-classroom Education Center in Silver Spring, in schools throughout Montgomery County, and at the Bethesda theatre.

JOB DESCRIPTION

As a member of the Round House Theatre (RHT) Production Department, the Audio/Visual Supervisor is responsible for the management of all sound and projection equipment at RHT. The individual works directly with department personnel and outside designers to coordinate the implementation of A/V elements in various RHT productions and special events. They oversee the budget and staffing needs for each production as well as general maintenance and upkeep of A/V equipment and infrastructure. This position is based primarily at the theatre in Bethesda but may be required to work some hours at the administrative offices in Silver Spring as well as our shop space in Rockville. Position will include weekend and evening hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise and facilitate the implementation of all audio, video, and projection needs of RHT in order to fully realize the artistic vision of the designers and within production scope and budget.
- Acquisition and maintenance of A/V equipment for productions and RHT general inventory.
- Plan, evaluate, supervise, and budget all elements related to audio and video needs for RHT productions.
- Hire, train, and supervise over hire technicians for the purposes of production prep, load-in, operation, and maintenance of audio and projection equipment.
- Maintain the sound and projection equipment and stock of materials and supplies, including preparing capital and small equipment budget reports and projections,

ensuring that the theatre is safely and adequately equipped to implement the technical needs for productions.

- Ensure theatre is ready for technical rehearsals to include set up of com, tech tables, and various designer equipment needs.
- Function as Audio or Projection run crew on four productions per season. This may include operating as A1, A2, Board Operator.
- Assist in the implementation of audio and projection needs for various rental groups and events.
- May be required to serve as board operator for various rental events at theatre.
- Work in coordination with Master Electrician as part of the electrics crew for hangs, focus, and resolution of technical notes wherever possible and when reasonable.
- Understand, operate, and maintain building monitor and paging system.
- Serve as mentor to technical students in the Education Department's Teen Performance Company. Assist in the training of student designers and tech crew to help them fully realize a production run completely by high school age theatre artists.
- Participate in Round House's equity, diversity, inclusion, and accessibility (EDIA) efforts, including serving on an EDIA subgroup and helping to fulfill and promote RHT's mission and values.

PREFERRED QUALIFICATIONS AND CAPABILITIES

Where the qualifications are described in terms of formal education or direct work experience, Round House welcomes the substitution of relevant prior experience.

- Understanding of audio and projection design and general theatrical production cycle.
- Ability to lift, push, or maneuver up to 75 pounds repeatedly either alone or with others.
- Comfortable climbing ladders and operating in high places.
- Knowledge of Yamaha digital consoles and familiarity with various audio and projection programming software (e.g. Q Lab, Isadora, and Watchout)
- Aptitude with theatre lighting equipment and willingness to work within that department as needed.
- Ability to handle and supervise multiple projects simultaneously.
- Strong interpersonal and general communication skills.
- Driver's license required, own car preferred.

BENEFITS

- Salary: Low \$40K's
- Health insurance – Choice of fully-funded HMO or optional PPO
- Dental, Life and Long-Term Disability Insurance
- Generous paid time off, including annual, personal, and sick leave

HOW TO APPLY

Submit a cover letter and resume to jobs@roundhousetheatre.org. Round House Theatre is an Equal Opportunity Employer. Persons from diverse backgrounds are strongly encouraged to apply. For more information about Round House Theatre, please visit RoundHouseTheatre.org. No phone calls please.