

# CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

## JOB DESCRIPTION

### Audio Supervisor

#### Seasonal, Non-exempt position

#### **Position Overview**

California Shakespeare Theater (Cal Shakes) is looking for a detail-oriented, resourceful, adaptive, and collaborative Audio Supervisor (AS). This is a seasonal, non-exempt position that reports to the Production Manager (PM). The AS is charged primarily with coordinating, planning, and executing the sound requirements for the Theater's Main Stage season. The AS may also act as the Sound Mixer for mainstage productions and additional events on the Bruns stage. The ideal candidate will share the institutional values of equity, diversity, and inclusion; have previously demonstrated commitment to those values; and will possess understanding and self-awareness of power and privilege.

#### **About Cal Shakes**

**Description:** Launched in 1974, Cal Shakes is a major Bay Area theater that, guided by the artistic direction of Obie Award-winning Eric Ting, has emerged as a leader in promoting Equity in theater and incorporating the voices and perspectives of community partners in the works on our stage. California Shakespeare Theater strives for an inclusive work environment and works to actively embrace a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.

**Mission:** Cal Shakes redefines the classical theater for the 21st Century, making works of extraordinary artistry that engage with our contemporary moment so we might learn about ourselves and each other in the fullness of our world.

**Equity, Diversity, and Inclusion (EDI) Statement:** At Cal Shakes, we believe that equity is a practice. Our actions—both onstage and off—can have a positive social impact by exposing oppression, addressing historic injustices, and showing how power can be transformed and shared in different ways. We work to dismantle systemic bias by actively including, reflecting, and creating opportunities for our diverse Bay Area communities. We recognize that this work is ongoing and often imperfect, but we are committed to facilitating respect for the many facets of the human experience.

#### **Duties and Responsibilities**

Fulfillment of these responsibilities is accomplished in the following ways:

#### **Project Management (60%):**

- Work within budget guidelines, communicating potential cost overruns and strategizing with the PM on budget solutions.
- Work with the PM to hire, train, and supervise personnel. This includes recruiting available over-hire labor and cultivating relationships with artists, craftspeople, and technicians.
- Schedule A1 and A2 for productions and rentals
- Communicate all Sound department needs, activities, and resources to appropriate parties, including designers, directors, and theater staff in a timely manner.
- Work with the Rentals Team and Rental Clients to plan, schedule and execute rental events on site at Cal Shakes, including in the amphitheater and portable systems for other locations on site.

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- Facilitate a safe environment for all employees and audience members in accordance with legal guidelines and company policy.
- Instruct and supervise employees (A1, A2, and over hire) appropriately, including appropriate planning for weather conditions in our outdoor theater.
- Maintain information regarding vendor contacts, pricing and product availability.
- Maintain sound storage, tools, equipment and inventory.
- Coordinate and supervise load-ins and strikes.
- Attend mainstage staff meetings, production meetings and tech meetings.
- Cultivate relationships with other Bay Area Arts organizations and artists, including providing support when possible.

## **Sound Mixer (40%):**

- Potential for live mixing of all tech and performances for mainstage performances and rentals
- Oversee preparation of wireless microphones for all performances and tech runs.
- Maintain effective communication with the Stage Manager, Designers, Directors and other crew members to ensure smooth installation and operation of sound department needs on a production.
- Responsible for pre-show checks, maintenance, and repair of all equipment during the run of a show with the assistance of the A2.
- Organize technical support for other theater events and projects, including Grove Talks and rentals, as requested.

## **Qualifications**

You are an ideal candidate if you:

- Have supervisory experience in sound or A/V for live performance.
- Have experience and/or professional-level training with wireless microphones, live mixing, and digital mixing boards
- Have Mac and PC computer skills, ability to assess, design and install plots, familiarity with LCS, Qlab, Watchout, Protools and other standard audio and video editing programs.
- Comfort working at heights preferred (ladders, genie lifts, catwalks and truss)
- Ability to lift 50 pounds over your head preferred
- Previous outdoor theater experience preferred
- Have a valid driver's license

## **Special Environmental Factors:**

- Theater is open-air with extended standing and walking on uneven surfaces
- Work at the theater includes exposure to sunlight, and hot and cold weather for extended time periods
- Variable schedule requires evening and weekend hours during load-ins, technical rehearsals and performances. Some evening calls can end as late as 2am.

## **Compensation**

This is a seasonal, non-exempt position. Salary range is \$22 - \$25/hour.

## **Time Commitment:**

This position is a part time position from March 2022 through October 2022, with some full time work weeks in that time.



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Applications will be accepted until February 1st, 2021. Interviews will be conducted throughout February.

**Please submit cover letter and résumé via email to:**

**productionjobs@calshakes.org** (with “Audio Supervisor Search” in the subject header)

**2022 Show Dates:**

- **Romeo Y Juliet:** 1st Rehearsal-April 18 / 1st Tech-May 17/ 1st Preview-May25 / Opening-June 1 / Closing-June 19 / Possible Extension closing - June 26
- **Lear:** 1st Rehearsal-August 2 / 1st Tech-August 30 / 1st Preview-September 7 / Opening-September 4 / Closing-October 2/ Possible Extension closing - October 16