

J O B D E S C R I P T I O N



POSITION: SOUND & VIDEO SUPERVISOR
REPORTS TO: Production Manager
DEPARTMENT: Production
COMPENSATION: \$70,304-\$75,760 Annually
STATUS: Full-time, Exempt
START DATE: August 2026

ABOUT THE POSITION

South Coast Repertory (SCR) is seeking a Sound & Video Supervisor to oversee operations of our sound and video department and project managing the relevant needs for our 9-show season, conservatory productions, and special events. This role is essential to leading and motivating a team of one full-time Audio Engineer/Board Operator and a diverse pool of overhire audio technicians, A1's, A2's, and instrument technicians.

The Sound & Video Supervisor supports SCR's mission, strategic goals, and Equity, Diversity, Inclusion, and Belonging core values through their commitment to driving artistic innovation, building relationships with regularly changing production teams, and supporting the theatres' sound and video accessibility systems for patrons and artists.

ABOUT THE ROLE

Technical/Project Management

- Collaborate with both Sound Designers, Projection Designers, and Directors to achieve their vision for each production. Maintain artistic integrity and high standards for quality of work.
- Build, install, and program all show sound and video elements within budget and on time for seasonal programming, Conservatory productions, and special events.
- Collaborate and communicate with other Production Department Heads on show needs and shared space use.
 - Create schedules for build, load-in, and load out per production, based on the design complexity, seasonal calendar, and space availability in collaboration with other Production Department Heads.
 - Work closely with the Technical Director and Lighting Supervisor to coordinate grid space and load-in/out schedules.
 - Partner with Costume Supervisor and Wig, Hair, & Makeup Supervisor on actor microphone placement, application, and belt/underdressing design needs.
- Research and develop ideas and solutions for executing microphone, speaker, and projector placement in collaboration with designers and Audio Engineer/Board Operator.
- Read daily rehearsal and performance reports. Respond to all sound and video related notes in a timely manner.
- Coordinate the selection, invoicing, pickup, and return of all rented and purchased speakers, projectors, instruments, and accessories. Oversee material ordering and inventory.
- Attend and participate in production meetings, design presentations, and technical rehearsals as requested by Production Manager.
- Provide sound and video support for venue rentals and the annual Pacific Playwrights Festival as requested by production management, including installation and removal of equipment, preparing labor and material quotes, purchasing/renting equipment, and assisting with engineer/technician scheduling as applicable.

Departmental Leadership

- Lead and motivate the Sound and Video team through completion of assigned projects. Hire and train as needed and maintain overhire schedules.

- Build show schedule coverage with full-time Audio Engineer/Board Operator and pool of overhire general technicians, A1's, A2's, and instrument technicians.
- Connect with college and local theatre networks to continually build overhire pool.
- Ensure all engineers/technicians are trained on proper operation of sound and video equipment.
- Prepare weekly task list and work calendar for Audio Engineer/Board Operator. Communicate schedule and task assignment changes proactively.
- Attend company meetings as requested, such as the quarterly All Staff, monthly Expanded Staff meetings, and design presentations. Share provided information and updates with the Audio Engineer/Board Operator following each meeting.
- Maintain records and documentation for all productions.
- Manage and safely maintain all sound and video work spaces, storage spaces, & inventory across South Coast Repertory.
- Oversee care, use, and repair of shop tools and equipment.

Budgeting & Purchasing

- Oversee sound and video Materials and Labor budgets within available resources. Communicate budget status and/or concerns to the Production Manager throughout the build process.
- Assist Production Manager with sound and video related seasonal budget estimates based on show complexity, field research, and expected Materials/Labor needs.
- Research and propose sound, video, and assisted listening device equipment for upgrades and repairs to Production Manager and General Manager as appropriate. Create capital requests for large purchase needs.
- Deliver account coded invoices and receipts to Production Coordinator within a timely manner.
- Review and assign labor account numbers and payrates to all weekly departmental time cards.

ABOUT THE PERSON

Qualities and skills that best serve a Sound & Video Supervisor may be:

- 3+ years professional Sound/Video department leadership experience
- Familiarity of theatrical and/or entertainment working environments
- Proven leadership abilities and an interest in sharing skills and knowledge with a diverse team
- Ability to read, assess and install sound plots, strong computer skills (Mac and PC, including networking)
- Strong troubleshooting skills for audio systems and equipment, including digital mixers, speakers, mics and other types of processors
- Familiarity Qlab, Vectorworks, Protools, Yamaha mixers, wireless mics and speakers, and other standard audio software and hardware
- Ability to remain flexible and adapt to changing priorities in a fast-paced environment
- Organizational skills and attention to detail to oversee multiple projects concurrently
- Dedication to workplace safety
- Weekend or evening availability occasionally required
- Commitment to equity, diversity, inclusion and belonging and enthusiasm to nurture an anti-racist work culture

SCR CULTURE AFFIRMATIONS

The Sound & Video Supervisor serves as an essential contributor to South Coast Repertory's culture and success by embracing these affirmations:

- **I am a leader.** My actions drive the success of SCR by expanding our impact, building community support, and delivering results for our team. I lead by example.
- **I am a collaborator.** I bring my best, contributing my unique skills fully as we co-create our work. Our interdependent team navigates the unknown together.
- **I am an advocate for an inclusive workplace.** I celebrate the contribution of diverse perspectives. I work to create an environment of safety, support and accountability so everyone can thrive.
- **I am a lifelong learner.** I commit to continuous growth – for myself and of others – by staying current in my field and supporting a culture of initiative and innovation.
- **I serve as a representative of SCR.** I embody SCR's mission, vision, and values in all aspects of work.

WORKING CONDITION

Regular tasks of this position may include:

- Standing for 4-6 hours at a time
- Regularly crouching, reaching, crawling, and kneeling
- Pushing, pulling, & lifting 50-70lbs alone or with assistance
- Frequently working at heights (ladders, lifts)

COMPENSATION

SCR offers a comprehensive compensation and benefits package including a retirement plan with a 2.5% employer match, escalating paid vacation, sick, mental health days and holidays, health benefits including medical, dental, vision, life and long-term disability insurance, complimentary tickets, and paid parking.

TO APPLY

To be considered, please submit a cover letter, resume, and three references to jobs@scr.org.

ABOUT THE COMPANY

Tony Award-winning South Coast Repertory, founded in 1964, is led by Artistic Director David Ivers and Managing Director Suzanne Appel. While its productions represent a balance of classic and modern plays and musicals, SCR is renowned for its extensive new-play development program—The Lab@SCR—which includes one of the nation's largest commissioning programs for emerging, mid-career and established writers. Of SCR's more than 500 productions, one-quarter have been world premieres. SCR-developed works have garnered two Pulitzer Prizes and eight Pulitzer nominations, several Obie Awards and scores of major new-play awards. Located in Costa Mesa, Calif., SCR is home to the 507-seat Segerstrom Stage, the 336-seat Julianne Argyros Stage and the 94-seat Nicholas Studio.

SCR is a proud equal opportunity employer, embraces diversity, and is committed to creating an inclusive environment for all employees.