



JOB POSTING

Sound and Video Director

Position:	Sound and Video Director	Status:	Salary, Exempt
Department:	Production	Full/Part Time:	Full-Time
Reports To:	Director of Production	Annual/Seasonal:	Seasonal
Start Date:	July 8, 2024 Negotiable	Compensation:	\$915-\$930 Weekly
Application:	Click Here to Apply	Deadline to Apply:	May 13, 2024

ABOUT MILWAUKEE REP

[Milwaukee Rep](#) is the largest performing arts organization in Wisconsin in terms of audiences served and one of the largest professional theaters in the country. Each year we welcome nearly 300,000 people at 700 performances of 12 productions across 3 unique stages ranging from Broadway musicals to Shakespeare to American Classics and New Works that are entertaining, inclusive, and impactful. Come join us at Milwaukee Rep where we value inclusion, innovation, and quality and where you will have an impact in helping us to fulfill our mission to ignite positive change in the community. It is important that our hiring practices reflect our ongoing commitment to diversity and anti-racism and we strongly encourage applications from members of underrepresented groups. We are further committed to considering applicants who are well-rounded but do not fulfill every qualification.

POSITION SUMMARY

The Sound and Video Director is responsible for evaluating, budgeting, preparing and the realization of the sound and video designs for all Milwaukee Rep productions and events. The S/V Director is part of a collaborative team that includes directors, designers, stage managers, and the other production area heads. The primary role of the S/V Director at the Milwaukee Rep is to serve as a liaison between the sound designer, video designer, the artistic staff, the crew members, and all other production areas to deliver high quality production elements.

Major Duties and Responsibilities Include:

- Work with the Sound and Video Designers to complete all necessary pre-production paperwork
- Refine and distribute paperwork including plots, patch lists, and any other necessary information for each production to the appropriate resident crew members
- Coordinate with other production area heads for any cross departmental Sound or Video needs
- Assist Costumes with any wireless microphone rigging needs within wigs or costume pieces
- Generate expendables list and facilitate purchases for each production, including any materials needed for maintenance
- Work with Production Area Heads and resident crew members to fulfill all production requirements
- Attend technical rehearsals, previews, and production meetings as needed
- Maintain sound documentation for all venues including inventories, plots, and design guidelines.
- Track and maintain inventory of sound expendables
- Facilitate rental/repair for audio/video equipment in all three venues
- Assist in the production and distribution of Access recordings of each production
- Review and evaluate scripts for season planning from the A/V production perspective
- Budget and estimate labor and material costs for all productions
- Adhere to and assist in enforcing all safety rules and guidelines
- Stay current in all audio and video technologies, techniques, and practices
- Participate in development, education, and outreach events as time permits
- Assist with the Curtain Call Ball as needed
- Other duties as assigned

SCHEDULE

This is a full-time, exempt, seasonal position that typically runs July to June with exact dates depending on season calendar. For the 2024/25 season, the planned dates of employment are July 8th, 2024 to June 1st, 2025. Evening and weekend hours will be required during technical rehearsals, previews, and special events.

REQUIREMENTS OF THE POSITION



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Sound and Video Director

Technical Knowledge and Experience:

- Three (3) years' experience with sound and video design or engineering
- Two (2) years in leadership capacity, with proven leadership ability
- Ability to generate, read, and interpret working technical drawings
- Demonstrated skill in and knowledge of Dante networking, design of sound reinforcement systems, Video playback systems, and the trouble shooting and repair of sound and video equipment

Physical Requirements:

- Routinely lifts, carries, and moves items weighing up to 25 lbs.
- Must be able to sit or remain in a stationary position 50% of the time
- Able to regularly ascend/descend stairs
- Able to detect and interpret sounds across the frequency spectrum
- Able to detect and interpret visual imagery delivered via projection devices or video monitors

Milwaukee Rep Values Employees Who:

- Communicate well with a diverse group of colleagues, and are able to accept and incorporate feedback
- Demonstrate an aptitude and eagerness to learn new skills and processes when necessary
- Solve problems and engage in creative thinking about challenges individually and in a group environment
- Have excellent interpersonal, teamwork, and diplomacy skills and ability to be self-directed and take initiative
- Demonstrate an understanding of historical and institutional racism in the American theatre and/or a willingness to commit to learning; and to the mission, vision, and values of the theater in areas of [Equity, Diversity, and Inclusion](#) efforts both in the workplace and in our community

BENEFITS OFFERED

Employee Benefits

Health & Dental Insurance – Employee contribution to premium
Health Savings Account & Health Reimbursement Account
Flexible Spending Account
403(b) Retirement Plan

Paid Time Off Package including Vacation Time, Sick Leave, Holidays, Parental Leave, Medical Leave

TO APPLY

Required Materials: Online Application, Resume, Cover Letter detailing why you are the best candidate for the position.

Deadline: May 13, 2024. Applications will be accepted on a rolling basis thereafter until the position is filled. All applications must be submitted through the online portal. Any candidate who requires accommodations to submit an online application should contact Human Resources Manager, Liz Merwin at lmerwin@milwaukeeep.com

Submit Application Materials Online

Milwaukee Repertory Theater is committed to creating a culturally diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status. Additionally, any physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.