



CYGNET THEATRE

Title: Sound/Video Supervisor

Reports to: Production Manager

Classification: Part-time, non-exempt (hourly)

What We Offer:

This position is eligible for a full array of benefits, including health and life insurance, 401k retirement plan, paid time off (vacation, sick, and holidays), and complimentary tickets to Cygnet performances. Cygnet is also committed to celebrating its employees through team-building activities and goal-based celebrations.

Pay Range: \$20-21/HR, based on experience

Location: On-site at Cygnet Theatre, with some flexibility for occasional remote work.

Schedule: Variable schedule based on production and rental needs; includes evenings, weekends, and some holidays

Apply to: Interested candidates should email a resume, cover letter, and salary requirements to: jobs@cygnettheatre.com

ABOUT CYGNET THEATRE

Cygnet Theatre is the region's third-largest theatre, serving over 50,000 patrons annually. For the past two decades, we have provided our community with top-quality, thought-provoking, and entertaining productions. We believe that live theatre brings communities together to share a space and an experience, foster empathy, and promote growth.

JOB DESCRIPTION

This role serves as the primary technical lead for sound and video, supporting visiting or resident designers and ensuring consistent system operation across productions. The Sound/Video Lead is responsible for overseeing all aspects of sound and video for Cygnet Theatre productions and facilities. This role ensures the successful execution of the Sound/Video Designer's vision while maintaining and managing all related equipment.

KEY RESPONSIBILITIES

Sound & Video Management:

- Work with the Production Manager to maintain an ongoing inventory of sound/video gear at The Joan.
- Under the Sound/Video Designer's guidance, oversee the preparation of plots, hookups, and other documentation.
- Order all consumables related to show needs.
- Oversee and participate in the load-in and strike for sound and video of all shows as well as outside rentals and events.
- Work directly with the creative and production staff to deliver the Sound/Video Designer's vision.
- Assist the Music Director and orchestra as needed.

Equipment & System Maintenance:

- Maintain all sound and video systems in The Joan, including the Joseph Clayes III Theater, Dottie Studio Theater, rehearsal space, lobby, and patio year-round.
- Maintain the video monitoring system and cameras for the conductor and stage.
- Perform microphone maintenance, placement/tracking on all vocal artists, and orchestra reinforcement as needed.
- Assist the Sound/Video Designer with programming, playback, mixing, and operation of the sound system for all productions as needed.

Show Support & Coordination:

- Give sound support, often as an A1 sound mixer for all rentals as needed.
- Attend all technical rehearsals and production meetings.
- Maintain clean and safe workspaces.

Qualifications:

- Minimum of 3-5 years of experience in theatrical sound and video production.
- Experience in a performing arts or live event environment preferred.
- Strong knowledge of sound mixing, video playback systems, and live audio reinforcement.
- Familiarity with industry-standard audio and video software and equipment.
- Excellent organizational, problem-solving, and project management skills.
- Ability to manage multiple projects in a fast-paced environment.
- Strong collaboration and communication skills.
- Ability to work flexible hours, including evenings, weekends, and holidays as needed.

Working Conditions:

- Primarily an on-site role within theatre venues, backstage areas, and technical spaces.
- Frequent standing, lifting, and working at heights as needed for equipment installation.

- Interaction with production staff, designers, and artists in a fast-paced environment.
- Occasional lifting of equipment or supplies up to 50 lbs.
- Schedule includes nights, weekends, and irregular hours based on production needs

Equal Opportunity Employer

Cygnnet Theatre is committed to diversity, equity, and inclusion. We encourage candidates from all backgrounds to apply. We are an equal opportunity employer and do not discriminate based on race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.