

**FUNCTION:**

- Responsible for implementing and maintaining the administrative and production functions of the audio/video department for Skylight Music Theatre's 2023-2024 Season.
- Responsible for implementing and maintaining the administrative and production functions of the audio/video department for Broadway Theatre Center (BTC) events.
- Salary: **\$780 per week; Exempt Benefit Eligible position**
- **Dates: August 28, 2023 – May 12, 2024**

**RESPONSIBILITIES:**

- Implement all sound and video needs for Skylight Music Theatre productions, including the testing, maintenance, and upkeep of all related equipment.
- Attend and lead all required installs, technical rehearsals, and performances for all Broadway Theatre Center events, presentations, and productions. The Audio/Video Supervisor will act as the primary sound board operator and audio mixer (Yamaha QL3).
- Review sound and video plots to evaluate feasibility and implementation.
- Assist preparing and installing technical rehearsal specifications; including but not limited to tech table set-up, i.e. tables, headsets, and video monitors, god mic, etc.
- Produce show-related sound and video paperwork. Maintain neat & accurate records of design execution for a given production. Make archival copies of all paperwork and sound and/or video effect media after a production has closed.
- Lead the testing, maintaining, and general upkeep of all sound, communication, and video distribution equipment for BTC and SMT productions, events, and contracts.
- Supervise the Studio Theatre Lighting/Audio Supervisor in conjunction with the Skylight Lighting Supervisor.
- Adhere to the proper shut-down of all sound, special effects, stage equipment and other electrical appliances, assuring that the theatre is left in a safe, secure, and appropriately lit manner and that equipment is locked in a secure place.
- Attend all appropriate meetings as necessary, including but not limited to feasibility, production, notes, department, and staff meetings as requested.
- As necessary, lead teams comprised of a mix of staff and overhire technicians for Audio/Video calls during the load in, tech, and strike process for each production.
- Working with production management, the Technical Director, Lighting Supervisor, and Props Supervisor, create an appropriate schedule for the Swing Technician to best utilize their skills, and help all Production departments stay on schedule for the season.
- When required as prescribed by production management, serve as audio/video supervisor for events in the Studio theatre, or be instrumental in scheduling overhire technicians for Studio Theatre productions or rentals.
- Other duties as assigned by the Director of Production & Facilities.

**SKILLS AND TRAINING:**

- A BA or BFA in theatre or comparable professional experience, with training in technical theatre including but not limited to basic stagecraft, electrics, theatrical rigging, video/projections, sound reinforcement and design.
- Must be familiar with industry standard software/equipment; QLAB, Yamaha digital consoles, Christie projectors.
- Computer proficiency as it relates to current sound and video technology, preferably both Macintosh and Windows environments. Must be able to multi-task and prioritize work on varied projects, whether physical or administrative.
- Ability/willingness to collaborate and work as a team member, while maintaining a positive attitude with a diverse staff through strong verbal and written communication and organizational skills.

**PHYSICAL REQUIREMENTS:**

- Must be able to lift 75lbs, and able to climb and work from ladders.
- Must have the vision, hearing, and dexterity to safely operate in a construction environment, operate hand and power tools, stage rigging and fine detailing work if necessary.
- This position has irregular hours with regular night and weekend responsibilities.

**APPLY:**

- Interested and qualified candidates should send a cover letter and resume to Matthew Curtis, Director of Production & Facilities  
[MatthewC@SkylightMusicTheatre.org](mailto:MatthewC@SkylightMusicTheatre.org).
- Skylight is an Equity, SPT 8+ theatre and encourages people of all races, ages, ethnicities, abilities, and gender identities to apply. Skylight is committed to a policy of equal employment opportunities; to being a positive model of diversity and to the elimination of discrimination in theatre.

**LAND ACKNOWLEDGEMENT:**

Skylight Music Theatre recognizes that Milwaukee is located on traditional Potawatomi, Ho-Chunk and Menominee homeland along the southwest shores of Lake Michigan, part of North America's largest system of freshwater lakes. This is where the Milwaukee, Menominee and Kinnickinnic rivers meet and the people of Wisconsin's sovereign Anishinaabe, Ho-Chunk, Menominee, Oneida and Mohican nations are present today. Join us in remembering these nations and the ancestors who were stewards of the land we live on.