

# APOLLO

## JOB DESCRIPTION

**Job Title:** *Head Audio (A1)*  
**Department:** Production  
**Reports To:** Director of Production  
**FLSA Status:** Non-exempt

**Organization:** The Apollo Theater is a commissioner and presenter; catalyst for new artists, audiences, and creative workforce; and partner in the projection of the African American narrative and its role in the development of American and global culture.

**Position Summary:** This position will provide Apollo patrons with the best possible audio listening experience by providing engineering services as assigned, for any Apollo Event, in addition to implementing leadership and supervision of the audio department. This position will coordinate and maintain audio systems and effectively work with Apollo Management, incoming show personnel, local union and non-union workers in a positive, friendly and professional manner.

The Soundperson is accountable for the upkeep, functionality and efficient operation of all house audio equipment and systems at the Apollo. The position ensures the timely and accurate realization of all audio elements for all events in the Theater and ancillary spaces in the venue as designed and conceived by resident or guest designers and production staff.

The Head Audio is responsible for managing over hire audio technicians.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Operate and maintain all in house audio equipment.
- Act as mix engineer for performances, as assigned.
- Set up and operate portable audio systems where needed.
- Specify additional rental equipment when appropriate.
- Maintain and monitor appropriate materials, equipment and supplies as required, in addition to acquisitions for the department
- Work closely with theater management on a wide variety of productions.
- Coordinate the audio department during load-in, show, and load-out of all events and make sure the systems comply with both safety and aesthetics issues.
- Direct and supervise union and non-union stage employees in the audio department.
- Work with other departments in the setting up of audio equipment for all events.
- Be present for events where sound or other equipment is used.
- During all events, actively manage all audio personnel including skill training, skill evaluation, and performance management.
- Work with other departmental employees to plan and conduct projects to ensure professionalism, cleanliness, effectiveness and efficiency of the production department. Participate across production departments in planning and performing physical project work.
- Meet with clients about audio equipment and facility usage, as required
- Provide budget input and monitoring.

*The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.*

- Maintain short and long-term maintenance schedules.
- Abide by all company rules and bylaws as detailed in the Apollo Theater policies and procedures handbook.
- Ensure that internal and/or external communications are performed in a proficient and effective manner and contribute to the overall efficiency of the technical team

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, and/or competency required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Extensive knowledge of sound systems and their design, operation, and maintenance
- Knowledge of acoustical principles and sound engineering terminology is necessary
- Ability to do multiple tasks simultaneously
- Knowledge of electrical systems and how they interact with sound systems
- Ability to coordinate, direct, supervise personnel
- Ability to maintain positive working relationships with a wide variety of people, union and non-union employees, outside vendors, management, and guests
- Must have a keen ear to be able to listen to subtle problems in a sound system and be able to hear a wide spectrum of audio frequencies
- Ability to quickly accurately assess problems and resolve them effectively and efficiently
- Excellent eye/hand coordination necessary
- Knowledge of many types of microphones and their effective application
- Computer skills for operation of audio control software and other computer applications
- Knowledge of Midas digital audio consoles and associated software
- Ability to work within the confines of the production schedule and meet deadlines
- The Ability to work well under pressure
- Excellent communication skills
- A passion for theater and the performing arts preferred an asset
- Excellent oral and written communication skills
- Strong organizational skills
- Ability to multitask
- Proficiency with Microsoft Office
- Constant dedication to personal & departmental improvement
- Commitment to getting things done
- A can-do attitude
- Out of the box thinker
- Ability to find “Yes” and not settle for “No”
- Applicants with the ability to read minds will be given special consideration
- Experience with union stagehands a plus
- The position requires leadership and management skills and the ability to work as a member of a team supporting others to accomplish goals
- The successful candidate will have demonstrable skills and experience setting and operating sound reinforcement systems and wireless microphone and monitor systems for a wide variety of presentations
- ETCP certification is preferred
- Ability to understand the work and needs of both The Apollo and outside licensees, and to anticipate potential problems, and provide solutions
- Ability to attend to numerous projects concurrently; the ability to respond positively, effectively and quickly to continually shifting priorities and needs

**Supervisory Responsibilities:** Directly supervises I.A.T.S.E. Local 1 employees in the Audio department and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

**Physical Demands:** The physical demands described here 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.

- While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

To apply, send cover letters, resumes to [human.resources@apollotheater.org](mailto:human.resources@apollotheater.org)  
Please put "Head of Audio" in the subject line of the email.