



JOB DESCRIPTION

JOB TITLE: Assistant Sound Engineer

REPORTS TO: Sound Engineer & Production Manager

JOB TYPE: Full time with hours worked as needed to meet production goals. Based on the production calendar must be able to work irregular hours, evening hours, long hours and weekend shifts.

DESCRIPTION: The Assistant Sound Engineer is responsible for assisting with the implementation, maintenance, and removal of all Sound designs and equipment for all productions and events at Riverside Theatre.

REQUIRED SKILLS:

- Maintain positive attitude, possess strong leadership skills, high level of organizational, communication, problem solving skills and ability to work well in a fast paced environment and meet deadlines.
- 2-3 years of experience in academic or professional theatre settings strongly desired.
- Must be able to lift 50 pounds.

ESSENTIAL DUTIES:

- Uphold the Core Values of Riverside Theatre.
- Assist Sound Engineer in researching, locating, renting, purchasing and or borrowing of any equipment or information necessary for all Riverside Theatre productions and special events.
- Responsible for the upkeep, acquisition and use of microphones, backstage monitors, communication systems, and audio system for all Riverside productions and campus facilities.
- Keep a running inventory of materials needed to run assigned productions.
- Facilitate all actors' sound needs on assigned productions.
- Maintain the organization, equipment and safety of all sound areas including, but not limited to, the Stark Mainstage, Waxlax Stage.
- Assist with all Distinguished Lecturer Series events.
- Assist with in-house benefit performances, rentals, lectures and special events as assigned by Production Manager.

- Serve as technician for Comedy Zone and Howl at the Moon events as assigned.
- Read rehearsal and performance reports.
- Attend meetings, rehearsals and events as needed.
- Attend all strike calls and assist as needed.
- Serve as Audio Engineer for any Riverside Theatre productions as assigned by Sound Engineer or Production Manager.

Riverside Theatre is an Equal Opportunity Employer. Equal Opportunity will be extended to all individuals without regard to race, religion, color, sex, national origin, sexual orientation, age, marital status, disability or any other status protected under applicable Federal, State or Local law.

Riverside Theatres' core values are at the forefront of all that we do – Ensemble Staffing; Pursuit of Perfection; Community Leadership. Valuing cultural, intellectual, and experience-based diversity, being inclusive when meeting the needs of the staff and audience, and pursuing perfection enables us to provide a welcoming, safe, and creative environment for all that participate.

DISCLAIMERS: All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This description in no way states or implies that these are the only duties to be performed.

LAST REVISED: 3/10/2022

Riverside Theatre Core Values

Pursuit of Perfection.....Ensemble StaffingCommunity Leadership