



JOB DESCRIPTION

JOB TITLE: Sound Supervisor

REPORTS TO: Director of Production

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 Sound Supervisor is responsible for assisting with the implementation, maintenance, and removal of all sound designs and equipment for productions and events at Riverside Theatre.

REQUIRED SKILLS:

- Maintain positive attitude and possess strong leadership skills
- The ability to work well in a fast paced environment and meet deadlines.
- Experience in all phases of sound design and operation.
- High level of organization, communication and problem solving skills.
- Must be able to lift 50 pounds.

ESSENTIAL DUTIES:

- Uphold the Core Values of Riverside Theatre.
- Plan and install all sound equipment for each production and event.
- Supervise the mixing of all mainstage & second stage productions
- Fill in for A1 & A2 as needed
- Mix all Education productions and special events as directed.
- Assist with the sound design for all Riverside Theatre productions.
- Create sound designs as directed.
- Check and repair equipment as needed.
- Organize and maintain all sound equipment on campus and monitor costs.
- Working with the Director of Production, keep files on all rental, celebrity, and special events; plan, order, and load-in needed back line, lighting, and sound equipment, supervise load-in and running crews, and advise Director of Production of potential schedule and technical problems.
- Supervise sound staff and provide safety training.

- Provide updates to management on the need for equipment repairs, upgrades and replacements.
- Work with designers, directors and the Director of Production to ensure quality of work and communicate issues.
- Assist with in-house benefit performances, rentals, lectures and special events as assigned.
- Serve as the technician, along with the approved members of the Production Department, for Comedy Zone and other events as assigned.
- Read rehearsal and performance reports.
- Attend meetings, rehearsals and events as needed.
- Attend all strike calls and assist as needed.

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: 6/29/2026

Riverside Theatre Core Values

Pursuit of Perfection.....Ensemble StaffingCommunity Leadership