



**Job Description:** Sound and Video Supervisor  
**Reports To:** Director of Production  
**Supervises:** Sound Engineer, Video Engineer, Sound and Video Intern

### **Summary:**

Des Moines Metro Opera is a major summer opera festival located in Indianola, IA. The Company produces 3 new productions each season in a summer repertory schedule as well as two smaller scale chamber sized productions in the 2nd Stages Series. Our 51st mainstage season includes a rental production of Bizet's Carmen, new production of Bartok's Bluebeard's Castle, and a new production of Prokofiev's Love for Three Oranges. The 2<sup>nd</sup> Stage Series includes a production of Redler's The Falling and The Rising which will be presented at Camp Dodge, as well as Kander's dwb (driving while black) which will be presented at three different community locales. The dates for DMMO's 51<sup>st</sup> Summer Festival are May 15 – July 28, 2023.

The Sound and Video Supervisor shall be the Head of the Department for Sound and Video. The Sound and Video Supervisor shall oversee all aspects of rental equipment, maintenance, and paperwork for sound and video. They are also responsible for hiring, training and supervision of sound and video staff. They also oversee planning and budgeting for sound and video areas.

### **Principle Duties and Responsibilities:**

- Direct completion of all sound and video elements as specified by directors and designers within time and budget constraints.
- Determine and manage budget for all materials, supplies, and labor
- Help hire all sound and video staff
- Train sound and video staff as needed
- Oversees all set up of sound and video equipment, including but not limited to, headset systems, video monitors, projectors, media servers, SM console setup, audio monitoring, and creation and operation of sound effects and cues.
- Act as liaison between designer and director as needed
- Consult with director on sourcing sound cues as needed
- Attend all production meetings and necessary rehearsals
- Maintain clean and safe workspace
- Coordinate acquisition and purchase of all sound and video equipment and rentals
- Make planning and budgetary recommendations for season
- Excellent verbal and written communication skills
- Proven leadership ability

### **Essential Job Functions:**

Works with creative teams and performers, independently utilizing their creative ability and artistic judgment to achieve a successful interpretation of designs for new productions. Consults with and updates the Director of Production and keeps him/her informed of all stages of production.

### **Qualifications and Skills**

Any Combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

- Minimum BA/BFA in Theatre, MFA preferred or equivalent professional experience
- 4-6 years of experience in Sound and Video production

- Extensive knowledge of sound and video elements including, but not limited to, headset systems, video monitors, projectors, media servers, SM console setup, audio monitoring, and creation and operation of sound effects and cues.

**Application Process:**

Submit resume and cover letter, email or by mail to:  
Des Moines Metro Opera  
Attention: Bearclaw Hart, Director of Production  
106 West Boston Avenue  
Indianola, IA 50125  
bearclaw@dmmo.org

**Deadline:**

Applications will be accepted until the position is filled. Applicant screening process to begin immediately.

As an Equal Opportunity Employer, Des Moines Metro Opera celebrates diversity and inclusion. We do not discriminate against any employee or job applicant on the basis of race, color, religion, national origin, creed, gender identity, sexual orientation, pregnancy, disability, age, veteran status, political affiliation or philosophy. All qualified applicants are encouraged to apply.