



The Southern Academy for the Performing Arts

**SOUTHERN ACADEMY FOR THE PERFORMING ARTS (SAPA)  
JOB DESCRIPTION**

Audio Technician

SJD-2023-0134-SLA

<b>TITLE:</b> AUDIO TECHNICIAN	<b>POSITION STATUS:</b> CONTRACT <input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/>
<b>DEPARTMENT:</b> OPERATIONS	<b>SECTION:</b> STAGE, LIGHTING AND AUDIO SECTION
<b>REPORTS TO:</b> SENIOR AUDIO TECHNICIAN	<b>SUPERVISES:</b> N/A
<b>INCUMBENT:</b>	<b>LOCATION:</b> SAPA SAN FERNANDO

**PURPOSE**

The Audio Technician operates the audio equipment and is responsible for its basic care and maintenance. Sets up audio systems to execute the client’s designs in accordance with the requirements of visiting performances at the facility. Meets with clients to ascertain their specific audio needs for the production, interprets audio designs submitted by clients and/or engineers and collaborates with other members of the production team to ensure that the technical requirements of the production are met.

**KEY FUNCTIONS**

**Operational/Technical/Professional:**

- Operates the audio equipment and console in accordance with standard operating procedures.
- Interprets and programs audio requirements to meet clients’ needs.
- Assists audio engineers and/or directors who are associated with visiting performances at the facility.
- Sets up and executes layouts of audio equipment for general productions.
- Operates the audio console for musical and presentation type programs.
- Trouble-shoots and performs basic repairs to audio gear.
- Works complementary to the Technical Theatre Technicians in Lights and Stage and the Technical Coordinator.
- Fully archive shows in accordance with relevant standards and procedures.
- Maintains a log of faults and repair and reports to Senior Audio Technician.
- Executes any other related duties as assigned.

**KEY RELATIONSHIPS**

**Internal:** Operations, Administration.

**External:** Suppliers, Contractors, Patrons, Universities, Students, Performers.

**PERSON SPECIFICATION**

**Education:**



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## **SOUTHERN ACADEMY FOR THE PERFORMING ARTS (SAPA) JOB DESCRIPTION**

- Recognized Certificate in Audio Engineering
- Education as evidenced by five (5) CXC O'Level passes (English & Mathematics).
- Microsoft Office Suite Certificate

### **Experience:**

- At least three (3) years' experience in a similar role.
- Experience in theatre production audio, lighting and rigging.
- Experience in a multi-functional venue

### **JOB COMPETENCIES:**

#### **Knowledge & Skills**

**Knowledge:** Electronics and audio techniques, Operation, Maintenance and repair of modern sound equipment, Microphone patterns and techniques for proper placement, Projection and sound system equipment, Sound mixing and editing, Methods, equipment and materials used in the repair and maintenance of assigned equipment, Theatre Production, Audio Lighting and Rigging, Basic principles and theory of electricity/electronics, Hazards and safety precautions of the electricity trade.

- Teamwork
- Problem Solving
- Planning and organising
- Communication (Oral & Written)
- Customer Service
- Technical and Professional Skills

### **KEY ATTRIBUTES:**

- Attention to detail, requires being careful and thorough about details, recognizing the impact of decisions.
- Ability to operate and repair sound systems, projection, and other electronic equipment. Cue film and operate two projectors continuously.
- Ability to correct equipment malfunctions-during live performances. Align and calibrate audio equipment. Technical aspects of field of specialty.
- Results oriented, requires establishing and maintaining challenging achievement goals and exerting effort toward mastering tasks.
- Service orientation requires ability to engage and effectively manage customer expectations.

### **WORK ENVIRONMENT**

- This job operates in a professional office environment. This role routinely uses standard office equipment.
- Work is regularly performed and or supervised in a combination of office and performance stage environments and is often exposed to light and glare.
- This job operates at irregular hours based on the schedule of the theatre and the incumbent is required to work late and/or work shift, public holidays and weekends based on the theatre schedule.