

JOB POSTING

Head of Video - Production & Rentals

DEPARTMENT

Production Operations

REPORTS TO

CEO

OVERALL RESPONSIBILITY

The Head of Video Production & Projects is responsible for leading the planning and execution of live events, serving as the primary liaison between the client and the production team. This role works closely with clients to gather and refine all technical and logistical details, ensuring every aspect of the event is clearly defined and properly resourced.

As a leader, the Head of Video Production & Projects sets the tone for professionalism, accountability, and performance across all stages of production. They are responsible for guiding cross-functional teams, making informed decisions under pressure, and ensuring alignment between company standards and on-site execution.

The Head of Video Production & Projects oversees on-site operations, directs and supports the crew, and ensures all elements of the production are delivered safely, efficiently, and to the highest standard. From pre-production through show execution, this role is accountable for maintaining clear communication, solving problems in real time, and delivering a seamless event experience.

This position is a hybrid role, balancing live event execution (approx. 75-80%) and warehouse/operations responsibilities (20-25%).

PRIMARY AREAS OF RESPONSIBILITY

OVERALL COMPANY PROGRESSION

- Find ways to achieve our company's mission and goals
- Find ways to grow the department and business
- Find ways to be more efficient with the department and operations
- Plan future expansion and growth of the department

STAFF LEADERSHIP

- Provide clear leadership to crew and internal teams, setting expectations for performance, professionalism, and accountability
- Lead by example in attitude, work ethic, and communication

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- Build trust and credibility with both clients and team members
- Mentor and support the development of junior staff and freelancers
- Foster a collaborative, respectful, and solutions-focused work environment
- Make decisive, informed decisions in high-pressure situations
- Identify team strengths and delegate responsibilities effectively
- Address performance issues constructively and escalate when necessary

POLICY AND PROCEDURE ENFORCEMENT

- Ensure that staff follow the procedures set in place
- Create new policies as needed

MAINTAIN EQUIPMENT QUALITY

- Ongoing Maintenance Schedule
- Frequently test the equipment
- Frequently clean the equipment
- Test equipment as needed
- Send for maintenance when needed
 - Follow the maintenance procedure
 - Track progress

INVENTORY CONTROL

- Track missing equipment
- Replace and suggest new equipment

TECHNICAL COORDINATION

- Reviewing the specs from the client
- Ensure that any support items are included (i.e., combiners/antennas for wireless, snake, etc)
- Build rack diagrams (if the client doesn't provide)
- Adding/Reviewing cable counts
- Listing rack building components (drawers, panels, patch cables)
- Reviewing power requirements
- Potentially assist with recommendations for shortage solutions/swaps

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SHOW AND SYSTEM PREP

- Oversee and support the build and prep teams
- Prep equipment
- Accountable for the execution of audio system prep

SHOW EXECUTION (AS PER THE POSITION SALARY)

- Be on-site for load-in and set up of audio systems to ensure quality
- Mentor, train, and oversee audio technicians on-site
- Not on site as a paid part of the show, and can leave once the system is ready

SHOW EXECUTION (AS A SHOW POSITION)

- Be on-site from load-in to load-out
- Act as the System Technician, Audio Operator, or Production Manager
- (This portion of the job will qualify for a 'day rate' in pay)

VENT AND CONFIRMED QUOTES

- Verify jobs that are in the system, and that the account managers have quoted the correct equipment
- Edit jobs as needed, advise Account Managers of changes and offer an explanation
- Train and educate Account Managers to better quote the correct equipment

COMPENSATION

- Salary range of \$60,000 - \$65,000 depending on experience
- Vacation time is earned at 4% (2 weeks after first year is completed)
- Soundbox to cover costs and add the employee's cell phone to the company plan
- After a 3-month probationary period, the employee will be added to the Soundbox benefits package

To apply, please submit your resume and any supporting documents to resumes@soundboxpro.com