

JOB POSTING

Audio Production & Systems Coordinator

DEPARTMENT

Production Rentals

REPORTS TO

Head of Audio Production & Projects

OVERALL RESPONSIBILITY

The Audio Production & Systems Coordinator supports the Head of Audio Production & Projects in the day-to-day operation of the Audio Department, with a focus on technical coordination, equipment readiness, system preparation, maintenance, and quality control.

This hands-on technical role supports high-profile touring productions and A-list artists, including designing, configuring, and building custom audio racks and systems to meet artist and touring production specifications. The position requires strong technical knowledge, attention to detail, professionalism, and the ability to deliver systems that meet demanding touring standards.

While primarily based in the warehouse and focused on preparation and technical support, the position will also occasionally work in the field as an Audio Technician or System Technician, supporting the deployment and operation of audio systems for live events and touring productions.

PRIMARY AREAS OF RESPONSIBILITY

AUDIO SYSTEM DESIGN & RACK BUILDING

- Review artist riders, technical specifications, system requirements, and equipment lists.
- Design audio racks and systems based on artist, engineer, and touring production specifications.
- Build and configure custom touring racks, including wireless, RF, IEM, playback, drive, processing, networking, and control systems.
- Determine required rack components, including drawers, panels, patch panels, power distribution, network switches, patch cables, looms, and accessories.
- Create rack layouts and diagrams where required.
- Ensure racks are built cleanly, logically, consistently, and to professional touring standards.
- Label, document, and test completed systems.
- Configure networking, addressing, routing, and system communication where required.
- Work with the Head of Audio Production & Projects to identify equipment shortages or alternative solutions.
- Ensure finished systems meet both the artist's specifications and Soundbox quality standards before deployment.

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TECHNICAL COORDINATION

- Review technical specifications provided by clients, artists, engineers, and touring personnel.
- Translate technical requirements into complete and functional equipment packages.
- Review audio equipment lists for accuracy and completeness.
- Ensure required support equipment is included, such as wireless antennas, combiners, distribution, snakes, stage boxes, networking, power, cabling, adapters, and accessories.
- Calculate and review cable requirements.
- Review power and signal distribution requirements.
- Identify technical conflicts, shortages, or missing components before the project reaches final prep.
- Recommend appropriate equipment substitutions or solutions when required.
- Escalate significant design questions or concerns to the Head of Audio Production & Projects.

SHOW & TOURING PREPARATION

- Take an active role in preparing audio systems for concerts, tours, corporate events, and other live productions.
- Work closely with the Touring and Production teams to ensure artist requirements are understood and executed correctly.
- Prep, configure, program, and test equipment prior to deployment.
- Build and test complete systems whenever practical before they leave the warehouse.
- Load and verify console files, show files, firmware, network configurations, DSP files, and other programming as required.
- Coordinate RF and wireless system preparation.
- Verify that all required accessories, spares, cabling, adapters, and support equipment are included.
- Perform final quality-control checks before systems leave the warehouse.
- Ensure equipment is packaged and labelled logically for efficient deployment in the field.

EQUIPMENT MAINTENANCE & READINESS

- Maintain audio equipment in clean, tested, and show-ready condition.
- Perform routine testing, preventative maintenance, and basic repairs.
- Identify damaged, unreliable, missing, or malfunctioning equipment.
- Follow established maintenance and repair procedures.
- Coordinate equipment requiring further repair or external service.
- Track Out-of-Commission (OOC) equipment and follow up on outstanding repairs.
- Assist with the Audio Department's preventative maintenance schedule.
- Identify recurring equipment issues and report them to the Head of Audio Production & Projects.
- Help ensure equipment returning from shows is inspected and ready for future deployment.

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INVENTORY CONTROL

- Help maintain accurate inventory within the Audio Department.
- Track missing, damaged, and OOC equipment.
- Identify inventory shortages that may affect upcoming projects.
- Ensure accessories and components remain properly associated with their systems.
- Assist with department inventory counts and audits.
- Identify equipment that should be repaired, replaced, retired, or added to inventory.
- Make recommendations to the Head of Audio Production & Projects regarding equipment needs and improvements.

QUALITY CONTROL

- Ensure audio systems leaving the warehouse meet Soundbox standards.
- Confirm systems are complete, functional, clean, labelled, and properly packaged.
- Verify that artist-specific requirements have been completed as requested.
- Ensure required spares and backup components are included where appropriate.
- Identify and correct prep deficiencies before equipment leaves the warehouse.
- Help develop and maintain prep checklists and department standards.
- Report recurring preparation or equipment issues to the Head of Audio Production & Projects.

FIELD & SHOW SUPPORT

- Occasionally work in the field as an Audio Technician, System Technician, RF Technician, A2, or other appropriate audio position.
- Assist with system deployment, setup, testing, operation, and troubleshooting.
- Work professionally with artists, touring engineers, production managers, and other touring personnel.
- Provide technical support during load-ins, rehearsals, shows, and load-outs as required.
- Troubleshoot and resolve technical issues efficiently in high-pressure environments.
- Represent Soundbox professionally when interacting with artists, clients, venues, touring personnel, and other suppliers.
- Provide feedback following shows regarding equipment, system design, prep processes, and opportunities for improvement.

SUPPORT & TRAINING

- Provide technical support to warehouse staff, technicians, freelancers, Account Managers, and Production Managers.
- Help train junior audio technicians on Soundbox equipment and preparation standards.
- Share technical knowledge and promote consistent system-building and prep practices.
- Assist team members with troubleshooting and equipment-related questions.

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- Help educate other departments on the capabilities and proper application of Soundbox audio equipment.
- Mentor less-experienced technicians when working together in the warehouse or field.

JOB & QUOTE REVIEW

- Assist the Head of Audio Production & Projects with reviewing upcoming audio jobs.
- Review equipment lists for obvious technical omissions or errors.
- Identify additional equipment required to properly execute the system.
- Recommend substitutions or solutions where equipment shortages exist.
- Help Account Managers and Production Managers better understand audio system requirements and equipment applications.

SKILLS & QUALIFICATIONS

The successful candidate should have:

- Strong knowledge of professional live audio systems and touring production.
- Experience preparing and deploying professional audio systems for concerts and live events.
- Strong understanding of signal flow, system design, and audio distribution.
- Experience designing and building professional audio racks.
- Knowledge of digital mixing consoles, DSP, amplifiers, loudspeaker systems, wireless microphones, IEM systems, RF distribution, networking, and power distribution.
- Strong troubleshooting and problem-solving abilities.
- Ability to read and interpret artist riders, technical specifications, equipment lists, rack diagrams, and system drawings.
- Strong cable-management, rack-building, soldering, and system-preparation skills.
- Understanding of professional touring standards and expectations.
- Strong organizational skills and attention to detail.
- Ability to manage multiple projects and changing priorities.
- Ability to work independently while taking direction from the Head of Audio Production & Projects.
- Strong communication skills and the ability to work professionally with high-profile artists, touring personnel, engineers, clients, and internal teams.
- Ability and willingness to occasionally work evenings, weekends, and irregular hours when supporting live productions.
- Experience with Flex or similar rental inventory software is considered an asset.

POSITION EXPECTATIONS

This position is primarily a hands-on technical role. The Audio Production & Systems Coordinator is expected to take ownership of assigned audio projects, system builds, and technical preparation.

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The individual should be capable of receiving an artist rider or technical specification, understanding what is required, and helping turn those requirements into a complete, professionally built, tested, documented, and show-ready audio system.

The position requires someone who takes pride in the details. Cable management, labelling, rack construction, system configuration, documentation, testing, packaging, and overall presentation should reflect the standards expected by professional touring artists and engineers.

WHAT SUCCESS LOOKS LIKE

Success in this position means audio systems leave the warehouse complete, tested, organized, properly configured, and show-ready.

Artist and touring specifications are accurately executed, custom racks are built correctly the first time, and potential technical problems are identified before they reach the field.

The Audio Production & Systems Coordinator should help reduce last-minute shortages, missing components, equipment failures, incorrect prep, and unnecessary troubleshooting while improving the overall quality and efficiency of the Audio Department.

COMPENSATION

Salary Range: \$65,000–\$75,000 per year, depending on experience, technical knowledge, and qualifications.

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