

# Dallas Theater Center

2400 Flora Street  
Dallas, Texas 75201  
214 526 8210 Phone  
214 521 7666 Fax  
www.dallastheatercenter.org

**Job Title:** Head of Sound  
**Department:** Production  
**Reports To:** Director of Production  
**Prepared Date:** October 3<sup>rd</sup>, 2018  
**Classification:** FLSA: Salaried, Exempt

## ABOUT DALLAS THEATER CENTER

One of the leading regional theaters in the country and the 2017 Regional Theatre Tony Award® Recipient, Dallas Theater Center (DTC) performs to an audience of more than 100,000 North Texas residents annually. Founded in 1959, DTC is now a resident company of the AT&T Performing Arts Center and presents its Mainstage season at the Dee and Charles Wyly Theatre, and at its original home, the Kalita Humphreys Theater. DTC is one of only two theaters in Texas that is a member of the League of Resident Theatres, the largest and most prestigious non-profit professional theater association in the country. Under the leadership of Enloe/Rose Artistic Director Kevin Moriarty and Managing Director Jeffrey Woodward, DTC produces a seven-play subscription series of classics, musicals and new plays and an annual production of *A Christmas Carol*; extensive education programs, including the Award-winning Project Discovery, SummerStage and partnerships with Southern Methodist University's Meadows School of the Arts and Booker T. Washington High School for the Performing and Visual Arts; and many community collaboration efforts with local organizations. In 2017, DTC launched Public Works Dallas, a groundbreaking community engagement and participatory theater project designed to deliberately blur the line between professional artists and community members, culminating in an annual production featuring over 200 Dallas citizens performing a Shakespeare play. Throughout its history, DTC has produced many new works, including recent premieres of *Miller, Mississippi* by Boo Killebrew; *Hood: The Robin Hood Musical Adventure* by Douglas Carter Beane and Lewis Flinn; *Bella: An American Tall Tale* by Kirsten Childs; *Clarkston* by Samuel D. Hunter; *The Fortress of Solitude* by Michael Friedman and Itamar Moses; *Giant* by Michael John LaChiusa and Sybille Pearson, and many more.

As a member of The League of Resident Theaters (LORT), DTC operates under the LORT agreement with Actors' Equity, the Stage Directors and Choreographers Society and United Scenic Artists.

## MISSION STATEMENT

The mission of DTC is to engage, entertain and inspire our diverse community by creating experiences that stimulate new ways of thinking and living. We will do this by consistently producing plays, educational programs, and other initiatives that are of the highest quality and reach the broadest possible constituency.

## DIVERSITY AND INCLUSION STATEMENT

Dallas Theater Center strongly believes that an effective workforce includes employees from different and diverse backgrounds and experiences that together form a more creative, innovative, and productive environment. As a leading national theater, DTC recognizes that building an equitable, diverse and inclusive environment is the key ingredient to its relevance and sustainability in the community it serves.

---

## POSITION SUMMARY:

An active member of Dallas Theater Center's production department, the Head of Sound is responsible for the coordination of staff and equipment resources to service the audio requirements of all DTC productions and programs across its campus. To effectively communicate with and support visiting sound designers, ensuring that high artistic standards are met at all times.

## KEY RELATIONSHIPS:

**Director of Production**  
**Sound staff, both full-time and over- hire**  
**Sound Designers**  
**Visiting Artists**

**Production Department Heads**  
**Stage Management**  
**Associate Production Manager**  
**Production Coordinator**

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Oversee all sound department operations within support of DTC's artistic vision and excellence.
- Manage a full-time sound staff in addition to seasonal and over hire employees.
- Participate in the recruitment of all new full-time employees.
- Track time and attendance for both full time and over hire staff in Paychex and Google Calendars.
- Manage production and departmental sound budgets, delivering budget estimates, financial projections and staff planning in a timely manner, based on the season calendar and long-term planning.
- Track all sound department budgets and maintain efficient financial reconciliation with the Production Coordinator.
- Attend production meetings, rehearsals, tech rehearsals and performances as required.
- Within the financial and scheduling constraints, effectively communicate and work closely with sound and projection designers to realize their vision.
- Supervise and actively participate in the installation and smooth running of sound, projection and communication equipment and systems at load-in, performance and strike.
- Monitor and implement industry best practices in sound and projection rigging and installation, particularly in relation to Health & Safety, in all DTC spaces.
- To meet and brief all your direct reports every two weeks, to ensure they have all the information, support and training required to perform their duties effectively.
- Cultivate and promote a safe working environment and ensure that DTC's sound department operates in accordance with current health and safety regulations and best theatre practice.
- Provide regular updates to the Director of Production on all areas of responsibility.
- In collaboration with the HR Manager, conduct semi-annual and annual performance reviews with all direct reports.
- Perform work in a manner that is consistent with DTC's mission, vision and values, including our commitment to equity, diversity and inclusion.

***These duties and responsibilities are not exhaustive and are subject to review in conjunction with the post holder and supervisor and according to future changes/developments.***

## **SKILLS, KNOWLEDGE REQUIREMENTS, AND ESSENTIAL ATTRIBUTES:**

- Proven experience in the theory and practice of theatre sound.
- Proven experience in sound and media platforms, including Q-Lab and Watch out.
- Ability to read and disseminate information from design drawings. Experience with Vectorworks preferred.
- Familiarity with Meyer, d&b Audiotechnik and EAW products including DSP.
- Ability to operate consoles from Studer, Yamaha and Midas. Working knowledge of line-by-line mixing and scene programming
- Proven experience with wireless microphones including RF coordination and theatrical microphone rigging.
- Experience with safe rigging practices.
- Familiarity with large venue projectors.
- Computer skills including G-Suite, Dropbox, Microsoft office.
- Sound creative judgment, excellent problem-solving skills and detail oriented.

- Excellent time management skills.
- Strong ability to lead a team and delegate.
- Ability to work under pressure.
- Strong commitment to current best Health and Safety practices.
- Must be able to work under the stress of deadlines and adapt to changing priorities.
- Must be able to handle a high volume of work and attend to numerous projects concurrently.
- Excellent communication and interpersonal skills
- Must be available to work extended work hours at times, including nights and weekends.

**EDUCATION AND EXPERIENCE REQUIRED:**

- Proven experience in a similar role of at least 5 years.

Dallas Theater Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized because of such a request.

Please send résumé with references and a cover letter to [hr@dallastheatercenter.org](mailto:hr@dallastheatercenter.org) with **Head of Sound** in the subject line.