

DALLAS THEATER CENTER

2400 Flora Street Dallas, Texas 75201 (214) 521-7666 Fax DallasTheaterCenter.org

Job Title: Head of Audio & Video
Department: Production
Reports To: Director of Production
Prepared Date: April 11th, 2019
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.

SUMMARY

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

KEY RELATIONSHIPS

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Director of Production
Assistant Head of Audio & Video
Audio & Video Technician
Audio & Video Designers

Production Department Heads
Production Manager
Stage Management
Audio & Video Overhire

ESSENTIAL DUTIES

- To effectively communicate and work closely with audio designers and directors to materialize their vision, within financial and scheduling constraints and within available resources.
- To create and implement seasonal audio staff schedule.
- To manage and oversee the day to day running and management of the audio department in accordance with current procedures and DTC policy.
- To oversee and execute all audio department operations in support of DTC's artistic vision and excellence.
- To lead a full-time audio staff in addition to seasonal and overhire employees.
- To monitor, approve, and submit payroll for audio staff and overhire.
- To provide the Director of Production accurate cost estimates of labor and materials required to produce a design as required by the script and then later by the Designer's preliminary plot.
- To track all department budgets and maintain efficient financial reconciliation with the Production Coordinator.
- To attend and participate in full company, departmental, and production meetings; in addition to technical rehearsals and previews for all productions.
- To supervise and actively participate in the installation and running of audio, video and FOH support equipment and systems during load-in, performances, and strike.
- To brief all your direct reports to ensure they have all the information, support and training required to perform their duties effectively.
- To provide regular updates to the Director of Production on all areas of responsibility.
- To conduct semi-annual and annual performance reviews with all direct reports, in collaboration with the HR Manager.
- To monitor and implement industry best practices in safe audio and video rigging and installation.
- To perform work in a manner that is consistent with DTC's mission, vision and values, including our commitment to equity, diversity and inclusion.
- To maintain safe working conditions in keeping with DTC health and safety guidelines.
- To implement theatre policies in keeping with DTC's Mission, Vision, and Values.

SKILLS AND KNOWLEDGE REQUIREMENTS

- Must foster and maintain a positive and productive work environment backstage and in work areas.
- Must demonstrate leadership, work as part of a team, and provide cover and assistance as required.
- Must be able to work effectively with all DTC staff in a co-operative and approachable manner.
- 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.
- Must have experience in the theory and practice of theatre sound.
- Must be able to read and disseminate information from design drawings. Experience with Vectorworks preferred.
- Must have experience in sound and media platforms, including Q-Lab and Watch out.
- Must be familiar with Meyer, d&b Audiotechnik and EAW products including DSP.
- Must be able to operate consoles from Studer, Yamaha and Midas.
- Must have a working knowledge of line-by-line mixing and scene program in a theatrical setting.
- Must have experience with wireless microphones including RF coordination and safe theatrical microphone rigging.
- Must be familiar with large venue projectors.
- Must be able to comply with all OSHA regulations for creating and maintaining a safe work environment.

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- Must be proficient in Dropbox, Microsoft Office Suite, and G-Suite.
- Must be detail oriented with excellent problem-solving skills.
- Must be available to work extended work hours at times, including nights and weekends.

PHYSICAL REQUIREMENTS:

- Able to sit, stand, and squat for extended periods of time.
- Able to move 50lbs.
- Comfortable with working at heights.
- Able to work quickly and accurately in a complex and fast-moving environment.

EDUCATION AND EXPERIENCE REQUIRED:

- BA desired in Audio Design or Theatrical Production.
- 5 years of theatrical audio experience preferred.
- 3 years of theatrical video experience preferred.

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 with **Head of Audio & Video** in the subject line.