

DALLAS THEATER CENTER

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

JOB TITLE: Assistant Head of Audio & Video
DEPARTMENT: Audio & Video
REPORTS TO: Head of Audio & Video
PREPARED DATE: February 4, 2020
CLASSIFICATION: FLSA: Salary, Non-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 six-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, 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 (DTC)'s Production Department, the Assistant Head of Audio & Video is responsible for coordinating the daily implementation and execution of audio and video designs for all DTC productions and programs. With the Head of Audio & Video, the Assistant Head of Audio & Video assists in the installation, management and maintenance of all audio and video systems while ensuring that high artistic

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standards are met at all times. The Assistant Head of Audio and Video is a representative of the Audio & Video department at all functions; assisting in and managing all shop work orders, notes, and crew calls.

KEY RELATIONSHIPS

Head of Audio & Video	Audio & Video Overhire
Audio & Video Designers	Stage Management
Director of Production	Wardrobe Crew
Audio & Video Technician	Hair & Makeup Crew
Production Manager	Stage Operations

ESSENTIAL DUTIES

- Works with the Head of Audio & Video, in executing all audio department operations in support of DTC's artistic vision and excellence
- Works with the Head of Audio to advance and plan out equipment installations and design executions on all DTC works and programs
- Works with the Head of Audio & Video and audio staff and overhire technicians on the installation and strike of all audio and video equipment in a timely manner
- Assists in the maintenance of the audio and video design of the show for performances as needed
- Assists with training and supervising audio and video crews for DTC productions
- Supervises and actively participates in the installation of audio, video and support equipment and systems during load-ins, notes calls and strikes
- Manages shop work and show prep orders, general inventory maintenance and repair, as well as A/V parts orders
- Uses and ensures compliance to industry best practices for safe audio and video rigging and installation
- Performs work in a manner that is consistent with DTC's mission, vision and values, including our commitment to equity, diversity and inclusion
- Maintains safe working conditions in keeping with DTC health and safety guidelines
- Other duties as assigned

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 AND KNOWLEDGE REQUIREMENTS

- Must foster and maintain a positive and productive work environment 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 numerous projects concurrently
- Must be able to operate consoles from Studer, Yamaha and Midas
- Working knowledge of line-by-line mixing and scene programs in a theatrical setting
- Must have experience in audio and media platforms, including Q-Lab and Watchout
- Must be familiar with Meyer, d&b Audiotechnik and EAW products including Meyer and D&B DSPs
- Must have experience with wireless microphones including RF coordination and theatrical microphone rigging
- Must be familiar with large venue projectors
- Must be able to read and disseminate information from design drawings. Experience with Vectorworks preferred

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- Must be able to comply with all OSHA regulations for creating and maintain a safe work environment
- Proficiency in Dropbox, Microsoft Office Suite, and G-Suite required
- Must be detail oriented with excellent problem-solving skills
- Must be available to work extended work hours at times, including nights and weekends
- Basic electrical engineering, IP networking, and/or general DAW experience a plus
- Recording/studio work a plus

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 REQUIREMENTS

- Bachelor's Degree or equivalent work experience required
- Degree or experience in Audio Design or Theatrical Production desired
- Systems tech or audio head/supervisor experience desired

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