

DALLAS THEATER CENTER

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

JOB TITLE: Video Production Engineer
DEPARTMENT: Audio & Video
REPORTS TO: Assistant Head of Audio & Video
PREPARED DATE: August 8, 2021
CLASSIFICATION: FLSA: Hourly, Non-Exempt

MISSION STATEMENT

The mission of Dallas Theater Center 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.

EQUITY, DIVERSITY AND INCLUSION STATEMENT

ALL ARE WELCOME!

At Dallas Theater Center, we want to be the best place to work and see theater, and to be a positive and transformational force in Dallas and beyond.

We stand up for **equity, diversity, and inclusion** across our company and community. As a leading national theater, we recognize that building an equitable, diverse, and inclusive environment is central to our relevance and sustainability in the community we serve and love.

*For complete statement, please see final page of this posting

POSITION SUMMARY

An active member of Dallas Theater Center (DTC)'s Production Department, the Video Production Engineer is responsible for overseeing and executing the video components of each of our productions. The Video Production Engineer reports directly to the Assistant Head of Audio & Video, and is responsible for effectively supporting video designers, ensuring that high artistic standards are met at all times. An ideal candidate would be someone who has a strong background in large venue projectors and control software, is experienced with installation and strike logistics for both video and audio, and feels comfortable working on multiple simultaneous projects.

This is a full-time, non-exempt position, which is eligible for overtime. This position includes a full benefits package: medical, dental and vision insurance, DTC-paid life insurance, voluntary life insurance and 403b programs, complimentary tickets and generous paid-time off. Some nights and weekends will be required as needed throughout the season.

KEY RELATIONSHIPS

- Head of Audio & Video
- Assistant Head of Audio & Video
- Lead Audio Engineer
- Video Technicians, including overhire employees
- Video Designers
- Assistant and/or Associate Video Designers
- Show run crew
- Stage Management teams

ESSENTIAL DUTIES

- Works as a Video Technician on all of the A/V Department's load in, tech, and load out calls
- Operates as Video Crew Leader during show runs when the designer and department heads are not present. If a video engineer is not necessary for the run of the show, the individual will be available "on-call" for any required troubleshooting that the show crew can not complete by themselves.
- Assists with prep work for load-ins, clean up, and load-outs.

DALLAS THEATER CENTER

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

- Programs and operates the video control elements for plays, musicals, and other events as directed by the Head or Assistant Head of Audio & Video.
- Assists with maintenance of all video equipment.
- Attends meetings, tech rehearsals, and performances as required.
- Provides regular updates to the Head of Audio & Video on all areas of responsibility.
- Coordinates and communicates video needs with scenic, stage management, and other relevant personnel as directed by the Head or Assistant Head of Audio & Video.
- Interprets and executes system designs from prepared drawings and other relevant paperwork.
- Safely rigs video screen and projector positions, pipes, and pick points from heights.
- Attends and participates in full company, departmental, and production meetings in addition to technical rehearsals and previews for all productions.
- Performs work in a manner that is consistent with DTC's Mission, Vision, and Values.
- Actively participates in DTC's work towards equity, diversity, and inclusion and becoming an anti-racist organization by:
 - Participating in all DTC-wide EDI trainings, workshops, or experiences
 - Participating in all EDI learnings or experiences cultivated within the Production and/or Video Department
- Maintains safe working conditions in keeping with DTC health and safety guidelines and COVID19 Response Protocols.
- Other duties as assigned

This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments.

SKILLS AND KNOWLEDGE REQUIREMENTS

- Must have at least three years' experience in a video engineer position. Previous experience in a theater is preferred.
- 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 productively 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 simultaneously.
- Must have experience with programming and operating large-venue projectors and software.
- Must have experience safely rigging video equipment, screens, non-traditional projection surfaces, etc. at height.
- Must have knowledge of standard digital video formats, Video over IP protocols, SMPTE Timecode (both MTC and LTC), networking protocols, and cable/connector types.
- Must have experience with theatrical cueing, including notating a script with cues during tech for use during shows.
- Must have experience with infrared video monitor feed systems for backstage and stage management use.
- Must have experience with equipment from J-Tech, BlackMagicDesign, Panasonic, Barco, Sanyo, and Optoma.
- Must have experience with software such as: Vectorworks, Isadora, Watchout, QLab, Omnigraffle, Google Docs, Dropbox, and Microsoft Office.
- Must be able to comply with all OSHA regulations for creating and maintaining a safe work environment.
 - Completed and current OSHA10 certification preferred.
- Must be available to work extended work hours at times, including nights and weekends.
- Must have valid US driver's license and a clean driving record
- Ability to drive box trucks, forklifts, and Genies preferred.

DALLAS THEATER CENTER

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

PHYSICAL REQUIREMENTS:

- Able to sit, stand, and squat for extended periods.
- Comfort working at heights.
- Able to lift up to 50lbs.
- Able to work quickly in a dynamic and fast-paced environment.
- Able to comfortably work in dim/dark environments. Work in enclosed spaces may be required.

EDUCATION AND EXPERIENCE REQUIRED:

- An equivalent combination of experience and education, typically obtained through the completion of an undergraduate degree program and/or 2 to 4 years of relevant work experience.
- Experience working in a professional video capacity in a theatrical environment is a plus.

COVID19 REQUIREMENTS:

- Ensure that all work is performed in alignment with DTC's COVID19 Response Protocols
- Be able to provide documentation of full vaccination of a US-government approved COVID19 vaccine regimen for COVID19, at the time of hire.

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.

HOW TO APPLY:

Please send résumé with references and a cover letter to hr@dallastheatercenter.org with **Video Production Engineer** in the subject line.

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 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.

DALLAS THEATER CENTER

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

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.

EQUITY, DIVERSITY, AND INCLUSION STATEMENT

ALL ARE WELCOME!

At Dallas Theater Center, we want to be the best place to work and see theater, and to be a positive and transformational force in Dallas and beyond. We stand-up for equity, diversity, and inclusion across our company and community. As a leading national theater, we recognize that building an equitable, diverse, and inclusive environment is central to our relevance and sustainability in the community we serve and love.

- **EQUITY** means recognizing that not everyone starts at the same place, addressing inequities in access and opportunity, and allowing for full and fair participation.
- **DIVERSITY** means acknowledging and respecting human qualities that are different from our own and outside the groups we are a part of or with which we are associated. These qualities include but are not limited to: ethnicity, race, color, country of origin, sex, gender, gender identity or expression, age, sexual or relationship orientation, family structure, religion, beliefs, political affiliations, experiences and ability differences.
- **INCLUSION** means honoring and accepting the gifts, backgrounds, experiences, and wisdom that every individual brings with them, so that every stakeholder feels valued by Dallas Theater Center. Our stakeholders are staff, artists, board members, donors, audiences, and community members.

We will strive to create a culture of inclusion where individuals can thrive and succeed, are able to participate in and contribute to the progress and success of Dallas Theater Center while growing both professionally and personally.

We recognize and value individual differences, and we acknowledge structural and systemic racism and other access barriers that prevent full and fair participation of people outside the dominant culture and power dynamics. We acknowledge the complexities of becoming a fully inclusive and anti-racist organization, and we accept the challenge to build an organization where full and fair participation is the norm.

We commit to providing fair treatment, access, opportunity, and advancement and to creating space for culturally diverse voices to be heard and power to be shared. Together, we are even better.