

DALLAS THEATER CENTER

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

Job Description

JOB TITLE:	Assistant Head of Audio & Video
DEPARTMENT:	Audio & Video
REPORTS TO:	Head of Audio & Video
PREPARED DATE:	August 31, 2021
CLASSIFICATION:	FLSA: Salaried, Exempt
SALARY RANGE:	\$40,000-\$50,000 annually

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 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 oversees the installation, management and maintenance of all audio and video systems while ensuring that high artistic standards are met at all times. The Assistant Head of Audio & Video is a representative of the Audio & Video department at all functions; assisting in and managing all shop work orders, notes, and crew calls.

This is a full-time, exempt position, which is not 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
- Staff Engineer
- Audio & Video Technicians, including overhire employees
- Audio & Video Designers
- Assistant and/or Associate Audio & Video Designers
- Show run crew
- Stage Management teams
- Hair & Makeup Crew Stage Operations
- Production Management

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ESSENTIAL DUTIES

- Works with the Head of Audio & Video in executing all audio and video department operations in support of DTC's artistic vision and excellence
- Assists the Head of Audio & Video to advance and plan equipment installations, operations, and strikes for all DTC productions
- Directly supervises the staff Lead Audio Engineer, Video Production Engineer and overhired audio and video personnel
- Assists in executing the audio and video design for all DTC productions
- 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
- 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 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 large and small format mixing consoles from Studer, Yamaha, and Midas, as well as Dante audio networks
- Must possess a strong 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
- 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 preferred
- Recording/studio familiarity preferred
- Experience in departmental management of a LORT theater preferred
- Must be able to comply with all OSHA regulations for creating and maintaining a safe work environment.

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- 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

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 acquisition of an undergraduate degree and 2 to 4 years of relevant work experience.
- Experience, education or training in Audio Design or Theatrical Production desired
- Systems tech or audio head/supervisor experience desired

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 **Assistant Head of Audio and Video** 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 Wyle 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

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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.

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

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- **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.