

# ATLAS

PERFORMING ARTS CENTER

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|--------------------|---------------------------------|-----------------------------|-------------------------------------|
| <b>Title:</b>      | <i>Audio / Video Supervisor</i> | <b>Date:</b>                | <i>December 2022</i>                |
| <b>Reports to:</b> | <i>Director of Production</i>   | <b>FLSA Classification:</b> | <i>Full Time- Exempt</i>            |
| <b>Department:</b> | <i>Production</i>               | <b>Pay Range:</b>           | <i>\$65,000 - \$75,000 Annually</i> |

**Job Summary**

The Audio / Video Supervisor is a member of the Production Department and is responsible for supervising all audio and video facilities and equipment at the Atlas Performing Arts Center.

**Supervisory:**

Audio / Video Technicians (Part Time)

**Essential Duties**

*Department Management*

- Maintain all audio / video equipment and infrastructure, developing repair and replacement proposals for the Director of Production as issues arise
- Maintain necessary system drawings for permanent installation items and project system builds
- Maintain the audio / video technical specifications for house audio systems
- Maintain the support shops in a clean and safe manner
- Create and maintain audio / video department budgets in coordination with the Director of Production
- Support a safe and healthy workplace.
- Oversee the preparation, hang, circuiting, and focus of repertory sound and projections plots
- Support fellow team members in their duties as necessary to ensure a seamless and professional experience for both internal and external clients
- Attend weekly production department meetings, cross-departmental meetings as necessary, and ad-hoc meetings as required.
- Perform the duties of the Audio / Video Engineer for events when scheduled

*Event Management*

- Along with the Director of Production, serve as a primary user of Ungerboeck, the event management system used by the Atlas Performing Arts Center, and connected software solutions, in the advancement and execution of events
- Work with internal and external clients to create top quality events while upholding the highest standards in professionalism
- Attend production meetings as required to successfully advance each event
- Hire and schedule part-time Audio/Video Technicians for events in coordination with the Director of Production as required by internal and external clients
- Be an on-call contact when venues are in use as necessary. Support production teams and clients with hands-on project participation
- Serve as backup Manager on Duty as necessary leading and actively managing start of day and/or nightly briefings in line with the MOD Checklist.

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## **Qualifications**

Minimum three years of experience as a member of an Audio/Video Department team in a multi-venue arts facility or similar experience preferred. Ability to work nights and weekends as required. Ability to work well with a team. Ability to troubleshoot theatrical audio and video issues as they arise. Ability to multi-task under time constraints and effectively lead staff. Excellent financial, administrative, and organizational skills. Excellent computer skills with knowledge of industry-specific software such as Ungerboeck, CAD programs, Qlab, Isadora, etc. Experience reading architectural and theatrical design drawings. Excellent people skills in a customer service environment. Ability to operate in a flexible manner and adapt to changing circumstances. Comfortable with working at heights and able to work from a ladder, personnel lift, and/or on a catwalk.

## **Work Environment**

Ability to work in a fast-paced, dynamic environment. Must be able to safely lift and carry 50 lbs.

## **Benefits**

Health, dental, and vision insurance, paid vacation, holiday, personal days and sick leave, Costco membership, retirement.

### ***An Equal Opportunity Employer***

*Atlas Performing Arts Center is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

***Interested candidates should submit a cover letter, resume, and three professional references via [atlasperformingartscenter.easyapply.co](https://atlasperformingartscenter.easyapply.co)***