

Audio Video Coordinator

ABOUT US

Deeply rooted in our local Beverly Hills community and influenced by cultural change, the Wallis Annenberg Center for the Performing Arts, a public-private partnership with the City of Beverly Hills, strives to be a site for the convergence of relevant, dynamic performing arts, education and civic life, strengthening our local and global community is our role as a presenter, producer, educator and community resource. We approach our work with the pioneering creative spirit of Beverly Hills and greater Los Angeles, while also recognizing that we live in a multi-cultural every-changing world guided by our core values of Trust, Artistic Courage, Enlightenment, Cooperation, Communication, Diversity, Equity and Inclusion, and Accountability.

The campus itself is a breathtaking 70,000-square-foot facility celebrating the classic and the modern and has garnered six architectural awards. The restored building features the original 1933 Beverly Hills Post Office (on the National Register of Historic Places), which serves as the theater's dramatic yet welcoming lobby, and includes the contemporary 500-seat, state-of-the-art Bram Goldsmith Theater; the 150-seat Lovelace Studio Theater and an inviting open-air plaza for family, community and other performances.

ABOUT THE JOB

The Wallis is seeking an experienced audio/video professional to join our team as **Audio Video Coordinator** to work on the Production team. Reporting to the Audio Video Supervisor, this role is responsible for, in collaboration with the Audio Video Supervisor, executing all aspects of Audio and Video operation and the coordination of technical elements as they relate to Audio and Video in the 500-seat Goldsmith Theater, the 150-seat Lovelace Studio space, and other facility elements.

This position gives direction to audio and video over-hire crews on a regular and consistent basis, evaluates job performance of over-hires, makes recommendations for discipline as needed based on supervisory observation, acts as the "Manager on Duty" for the Audio Video crew when working split shifts with the Audio Video Supervisor to cover long work calls, maintains the Audio Video department equipment and work areas. This position reports to the Audio Video Supervisor and is a non-exempt position covered by a collective bargaining agreement with IATSE.

WHAT YOU'LL DO

- Supervise and give direction to audio and/or video technical work crew members and run crew members on a regular and consistent basis;
- Collaborate with the A/V Supervisor, evaluating which skill-sets are needed to work a shift, and determining which over hires are called for a shift. Give direction to over hire crew during load-in, and maintenance of shows and strike. The A/V Coordinator may be required to act as "Manager on Duty" for the A/V crew if splitting a long shift with the A/V Supervisor;
- When a job performance issue with an over hire technician arises that requires disciplinary action, the responsibility of the A/V Coordinator is to report this issue to the Technical Director, Production Supervisor or Director of Production. This role has the authority within the A/V team to evaluate the daily job performance of an over hire and will make recommendations for discipline, as needed, based on supervisory observation. If through supervisory observation, the Coordinator determines that an over hire has violated a policy or engages in behavior that requires discipline, their judgement of the situation will be shared with senior members of the Production team and disciplinary action is taken accordingly;
- Responsible for reading show reports, rehearsal schedules, and facilities calendars. Follow-up on applicable details and notes, and communicate information to supervisors and staff as appropriate;
- Act as sound board or projection system operator to fulfill programming and show run needs. Serve as the primary Audio and/or Video technician for events and shows as needed;
- Assist the Audio Video Supervisor with prep and secure equipment necessary to implement designs;
- Maintain accurate inventories of all audio and video equipment and track usage;

- Assist the Audio/Video Supervisor in facilitating audio and video needs for special events in the theaters and production center;
- Maintain a clear understanding of all aspects of theatrical productions in order to facilitate audio and video needs throughout the preparation, build, rehearsal, technical rehearsal, running, and closing of each production, presentation, and special event;
- Maintain a safe working environment, including managing and providing training, equipment, recordkeeping, and incident reporting.
- Orient facility renters and visiting productions on safety regulations, technical characteristics, and other areas of facility operations.

SKILLS & EXPERIENCE NEEDED

- Three years' experience working as a sound or video technician, or similar, in a professional dance, music, or theatre company;
- Experience supervising and giving direction to crews and vendors;
- A practical knowledge of technical theater that includes theatrical and live sound video or projection practices.
- Experience with a variety of audio reinforcement, control, basic recording, and intercommunications systems;
- Ability to program and operate sound consoles and projection systems for tech and performances. Programming knowledge of Yamaha PM5D, CL5, and LS9 preferred.
- QLAB and Watch Out experience preferred, QSys and Dante experience are a plus;
- Must be able to troubleshoot and repair Audio and Video equipment;
- Working knowledge of all aspects of theatrical sound design and audio video technologies and experience with a variety of sound and AV equipment is required;
- Capacity to solve problems and engage in creative thinking about challenges;
- Proven ability to work independently and collaboratively in a fast paced, rapidly changing environment;
- Team player: works closely with Production Department Heads, Production Department Staff, Stage Managers and Production Supervisor;
- Familiarity with proper safety protocols for theatrical productions;
- Ability to work a varying schedule, including nights and weekends;
- Experience with touring productions and international artists are a plus;
- High School diploma required. BA, BFA, or MFA preferred.
- Previous IATSE membership not required.

BENEFITS

This position's benefits are specified in the collective bargaining agreement with IATSE.

HOW TO APPLY

Please email your resume to jobs@thewallis.org and include **Audio Video Coordinator** in the subject line.

No phone calls please.

The Wallis Annenberg Center for the Performing Arts is an Equal Opportunity Employer committed to diversity and encourages applicants of any age, national origin, race, ethnicity, religion, sexual orientation, political affiliation, or gender.