

Audio Video Coordinator

ABOUT US

The Wallis Annenberg Center for the Performing Arts is a dynamic cultural hub and community resource where local, national and international artists share their artistry through robust and distinctive presentations and education programs curated with both creativity and social impact in mind. The campus 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.

Although The Wallis will not re-open its indoor theater prior to October 2021, The Wallis team will be active and imaginative while our indoor theaters remain closed. We will continue to provide outdoor programming in our temporary outdoor performance space this Summer, and continue to offer virtual educational programming, to continue to engage our beloved patrons.

GRoW @ The Wallis, The Wallis education department, continues to thrive with its new virtual classrooms and wide array of programs for people of all ages, remaining an especially important source of arts education and human connection during this time of isolation. The fall sessions of its popular *Staged Stories* and *Beyond Words* programs sold out with a long waiting list in less than a day.

ABOUT THE JOB

The Wallis is seeking an experienced audio/video professional to join our full-time team as **Audio Video Coordinator** to work on the Production team. Reporting to the Audio Video and reporting to the Technical Director, 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 directly to the Technical Director and is a full-time, exempt position.

WHAT YOU'LL DO

- Supervise and give direction to audio technical work crew members and running 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. Due to the length of a work day, the A/V Coordinator must act as "Manager on Duty" for the A/V crew when 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 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, if and when necessary. Serve as the primary Audio and/or Video technician for events and shows as needed;
- Assist the Audio Video Director with prep and provide equipment necessary to implement designs;
- Maintain accurate inventories of all audio and video equipment and track its use;
- Assist the Audio/Video Director 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 and 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 and LS9 preferred. QLAB and Watch Out experience is 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;
- The essential functions of the job require the ability to comfortably negotiate stairs, ladders, lifts, and catwalks up to 45 feet above ground, as well as working within confined spaces. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions;
- Ability to work a varying schedule, including nights and weekends;
- Experience with touring productions and international artists are a plus;
- High School diploma required. College degree, BA, BFA or MFA is preferred.

PHYSICAL REQUIREMENTS

While performing the essential functions of this job, the incumbent must be able to do the following: stand for extended periods; sit for extended periods; bend and reach for filing and other job-related functions; climb up and down stairs; bend, stoop, and lift to move and retrieve materials; pull, push, and lift up to 50 pounds; reach both above and below shoulder height. Specific visual abilities include close vision, long-range vision, color vision, depth perception, and the ability to adjust focus. Must be able to visually inspect work. Manual dexterity to operate computer and other office equipment required.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made.

BENEFITS

This is a full-time position with 100% paid medical benefits, including dental, vision and life insurance (\$25,000) for the employee, paid vacation, personal and sick days, 401k and paid parking. Complimentary tickets are occasionally available for performances and events at The Wallis.

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.