



Audio Director

Organizational Summary

The Arvada Center for the Arts & Humanities celebrates and elevates the human condition with engaging arts, humanities, education, and entertainment that expand the cultural landscape for everyone. The Arvada Center strives to create and maintain an inclusive and welcoming environment for all artists, actors, staff, volunteers, and patrons.

Position Summary

Reporting to the Director of Production, this position oversees all aspects of sound engineering including in-house productions, touring productions, concerts, and related activities and events. The Audio Director hires, trains, and supervises audio personnel.

Responsibilities

- Assist and support sound designers and conductors during pre-production, technical rehearsals and previews in a highly collaborative process that includes the sharing of ideas and the offering of suggestions as necessary to foster the highest quality production
- Facilitate and oversee the maintenance, troubleshooting and repair of departmental equipment
- Create, nurture and lead a strong, creative, and collaborative audio production team
- Share responsibility with shop staff as audio engineer for productions and events
- Attend and supervise load-in, strike, and work calls; attend level sessions, rehearsals, and performance calls for productions
- Attend and participate in departmental and organizational meetings
- Assist other organizational departments with audio needs
- Procure audio and microphone-related supplies
- Promote a safe and efficient working environment in all areas of the facility and related work and storage spaces by maintaining cleanliness and organization
- Act in accordance with the theater's safety policies
- Additional reasonable duties as assigned

Skills and Competencies

- Experience working in professional theater and live events, with a proven ability to work both collaboratively and independently in a fast paced and frequently changing environment
- Understanding of the entire collaborative artistic process; exhibit a positive attitude and foster teamwork through engaged interpersonal and diplomatic skills; excellent verbal and written communication skills
- Demonstrable knowledge of the entire sound design process from artistic inception to practical implementation, with proven ability to assist guest sound designers and music directors in all aspects of the process
- Proven track record of directly managing, developing and collaborating with a theatrical audio production team
- Proactive approach to problem-solving by providing timely suggestions for achievable and/or creative solutions within budget and time constraints

- Takes initiative, is self-directed, has strong decision-making skills when confronted with challenges in high-pressure situations
- Is detail-oriented with the ability to multitask
- Efficiently prioritizes the needs of the production and the department
- Excellent mixing skills for live events, with an exemplary knowledge of digital consoles in general, specifically Yamaha
- Knowledge of and experience with the operation, coordination, and mixing of wireless microphones for both reinforcement and amplification
- Excellent knowledge and ability to program QLab playback software, including scripting and MIDI programming
- Experience with Vectorworks and/or AutoCad
- Proficiency with 70v and Assisted Listening systems
- Basic rigging skills, including a working knowledge of span sets, shackles, wire rope, and chain
- Ability to lift and move up to 50 lbs
- Ability to work on ladders and at height
- Willingness to work nights, weekends, and holidays as needed

Compensation

This is a full-time, exempt position earning an annualized salary of \$57,000 - \$62,000 in addition to a benefit package including health, dental, vision insurance plans, term life and accident policies, 401k retirement plan, flexible spending plan, paid time off, and more!

The Arvada Center for the Arts and Humanities is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants or employees based on age, race, sex, color, religion, sexual orientation, gender identity, national origin, genetic information, disability or any other status protected by state or local law. Candidates from traditionally marginalized communities are especially encouraged to apply.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Application Instructions

Send an email with your resume and cover letter as PDF to jobs@arvadacenter.org with the job title in the subject line. Resumes without a cover letter will not be considered.

*Applications will be accepted until May 24, 2024