



## **Audio Engineer & Technical Assistant**

### **Job Description:**

The Audio Engineer & Technical Assistant (AE/TA) position is an exempt position, which reports to and works in tandem with the Production Manager (PM).

The AE/TA will set up, operate, and maintain all sound equipment for all productions, performances, events, and meetings.

### **Essential Duties & Responsibilities:**

- Collaborate with designers & production directors to successfully implement & execute all sound designs
- Setup, operate, and maintain all necessary applicable audio equipment
- Ensure that all productions and events are adequately equipped and have sufficient sound support
- Assist with all audio and video needs for in theatre productions, studio events and local remote events, for all PBD programs
- Partner with colleagues to facilitate and ensure smooth production runs
- Assist with and arrange for equipment repairs, upgrades, installations, and replacements, within budget provisions and in collaboration with the PM
- Inform audio budget needs & maintain final/approved annual budget
- Procure necessary audio and visual equipment/supplies, under the PM's supervision and within budget parameters
- Assist the PM with vendor and project management, when/as necessary
- Assist with set load-in, construction, and strike
- Attend technical rehearsals and other production/administrative meetings, as necessary
- Support the PM with detailed and reliable record keeping
- Maintain clean, safe, and organized working spaces throughout
- Work in accordance with safety best practices
- Complete any other responsibilities and tasks, as assigned by the PM and/or Producing Artistic Director



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### **Qualifications & Requirements:**

- Bachelor's Degree in Audio Production, Sound Design, Theater Tech or related occupational field
- Minimum 3 years' experience as audio technician at a professional producing theater is preferred, but qualified early career individuals will be considered
- Exceptional knowledge of signal flow and gain structure necessary
- Advanced knowledge in audio wiring and connectivity. Good soldering skills are necessary
- Must be proficient in QLab, digital audio editing software
- Must be proficient in Analogue and Digital Console technology
- Knowledge of IP network addressing and MIDI control protocols
- Ability to mix and monitor multiple mixes, surround, and immersive audio stems
- Ability to scan and assign frequencies for wireless systems
- Proficient in Dante Audio networking (Level 2 certification preferred)
- Proficient in both macOS and Windows operating system platforms
- Strong troubleshooting skills
- Ability to read schematics and scenic designs
- Ability to multitask, prioritize, and meet deadlines in a fast-paced environment
- Exceptional organizational and time management skills
- Ability to engage in positive, productive, and collaborative communications with team members, executive staff, patrons, vendors, and other stakeholders
- Embracing of mentorship opportunities
- Flexible schedule for evening, weekend and holiday work calls, special events, rehearsals, etc.
- Reliable transportation and a valid driver's license
- Must clear a Level 2 background check
- Ability to drive a cargo van
- Comfortable working with heights including catwalks, ladders, genie lift, and scaffolding
- Ability to lift up to 50 pounds

### **Salary:**

\$45,000 per year, negotiable based on qualifications and experience

To apply, please e-mail a cover letter and resume to our Production Manager, Roger Arnold at [arnold@palmbeachdramaworks.org](mailto:arnold@palmbeachdramaworks.org). No phone calls please.