

Assistant Sound Technician-March 2024

EDMONDS CENTER FOR THE ARTS / EDMONDS PUBLIC FACILITIES DISTRICT

POSITION: ASSISTANT SOUND TECHNICIAN (A2)
EMPLOYMENT STATUS: Part-Time (20-30 hours per week), Non-Exempt, Variable Schedule/Hours
REPORTS TO: Tech Lead, Production Manager
SALARY: **Starting Salary: \$22-\$24 per hour, dependent on experience**
Position Salary Range: \$21.27-\$26.38 per hour
BENEFITS: This position is eligible for a competitive **pro-rated** package including:

- Medical, Dental, Vision benefits available.
- Participation in the Washington State PERS retirement plan and ability to enroll in the Deferred Compensation Plan
- Company paid LTD and Life Insurance, with option to enroll in voluntary plans
- 12 paid holidays per year
- Sick Leave in accordance with Washington State guidelines

JOB SUMMARY:

As an important member of production staff, the Assistant Sound Technician (A2) works closely with the lead Sound Technician (A1) to operate and maintain sound systems to support events in the operation of an historic performing arts facility in downtown Edmonds. The Assistant Sound Technician (A2), under the direction of the Production Manager, works collaboratively and positively with renters and presented artists to facilitate performance requirements. This role requires a strong technical background in audio engineering, exceptional problem-solving abilities, and a dedication to delivering high-quality sound experiences.

The Assistant Sound Technician (A2) is an on-stage technical resource for artists and clients and responds to a wide range of requests. They set up, operate, and maintain sound and network-based systems to support all events. This work also includes load-ins, performances, and loadouts and performs maintenance of the theatre systems and equipment in collaboration with the Tech Lead and Production Manager.

Employees at EPFD/ECA are committed to justice, equity, diversity, and inclusion, and strive to continuously reflect these values within both internal and external relationships. They value a diverse team, are welcoming of different perspectives and approaches, and make sure that their colleagues and partners feel valued and empowered.

PRIMARY DUTIES & RESPONSIBILITIES:

- Assist the lead Sound Technician (A1) in setting up and testing audio equipment including microphones, speakers, mixing consoles, amplifiers, and playback devices.
- Act as FOH Sound Technician for smaller events, or when the lead Sound Technician is unavailable.
- Operate audio equipment during rehearsals, performances, and events, ensuring optimal sound quality and levels.
- Collaborate with the production team to understand audio requirements and provide input on equipment selection and setup.

- Monitor audio levels and make real-time adjustments as needed to ensure balanced sound throughout the venue.
- Act as monitor engineer during larger shows that have such requirements.
- Troubleshoot technical issues related to audio equipment and implement solutions quickly to minimize downtime.
- Set up and work with events in other spaces on campus, such as gym overflow, lobby memorials, classroom meetings, etc.
- Assist with the setup and striking of audio equipment before and after events.
- Maintain a clean and organized workspace, including proper storage of audio equipment and cables.
- In collaboration with the production team and Safety Committee, maintain a safe theatre environment for performers, crew, and audience members.
- Participate in the overall maintenance and repair of stage facilities and equipment.
- Support the maintenance of facilities outside of the stage as needed and as available.
- May fill a variety of crew positions, best suited to the needs of each event and other staffing.
- Operate and configure production scale network systems including switches, routers, firewalls, access points and patch bays, as needed.
- Operate Front of House and/or Monitor consoles, Video Switchers, setup and configure projectors and other displays, as needed.
- Work with other departments to support events, as needed.
- Attend various staff and production meetings.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Effective communication, and interpersonal skills, including ability to work effectively with various departments, external partners, and diverse teams.
- Working knowledge of techniques, methods and procedures of theatre, dance, and music productions and presentations.
- Technical skills in the areas of sound engineering and video.
- Knowledge of streaming events and associated equipment.
- Excellent attention to detail and time management skills.
- Ability to problem-solve creatively.
- Inherent comfort level for quickly adapting to changing environments.
- Ability to take initiative, work independently and collaboratively to solve problems and improve efficiency.
- Ability to create and implement systems for process improvement.
- Ability to manage simultaneous, multiple projects, establish priorities, and meet deadlines.
- An ability to exercise a high level of professionalism, judgment, and above all, discretion, and confidentiality.
- Solid computer skills including MS Office.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High school education or equivalent required.
- Minimum two years professional experience with a combination of concert, theatrical and special event production.
- Minimum of two years progressive experience as a concert sound technician.
- Dante Level 1 & Level 2 Certified.

_____ Initials/Date

- Thorough knowledge of concert and theatrical sound reinforcement systems.
- Audio-Visual experience.
- Experience with varying musical genres and theatrical sound.
- Experience with Yamaha Digital Audio Consoles.
- Experience as a monitor engineer- comfortable with a minimum of 12 mixes.
- Sound system troubleshooting capabilities.
- Strong understanding of how concert production systems connect.

WORKING CONDITIONS:

- Position will also require variable daytime, evening, and weekend hours.
- Must be able to work an irregular schedule, reliable transportation.
- Must be able to bend, climb stairs, and continuously stand or walk for extended periods.
- Heavy lifting, working on catwalks, ladders, and lifts, and working with electrical equipment are common requirements.
- Ability to work more than 8 hours in a single shift.
- Periods of remaining in a stationary position in an office setting and operating a computer.
- Ability to observe details at close range during computer use and document review.
- Repetitive use of hands and wrists on computers and equipment.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Must be able to interact positively with ECA clients, contractors, and staff.
- Regularly must be able to lift up to 50 lbs. at a time, up to occasionally 75 lbs.