



Job Description

Position: Assistant Audio Engineer
Reports To: Production Manager
Status: Part time – Non-Exempt
Salary Range: \$18 per hour
Schedule: Up to 20 hours per week including days, nights, weekends, and holidays as required by the ACOA performance schedule, hours vary

Role Summary

The Academy Center of the Arts (ACOA) Assistant Audio Engineer (AAE) assists with sound support and oversight in all performance venues on the ACOA campus including the Historic Academy Theatre (800 capacity), the Joy and Lynch Christian Warehouse Theatre (300-600 capacity), and the Music Hall at 722 Commerce Street (120 capacity). The AAE is responsible for assisting in the technical execution, planning, equipment rental, and overhire related to sound support in all performance venues, and ensures that the Academy's venues maintain a safe work environment at all times. This position reports directly to the Production Manager (PM).

Essential Duties & Responsibilities

- Manages the use and maintenance of sound equipment for all venues in conjunction with the HAE.
- Assists the HAE in running all sound needs for all venues as requested.
- Is the primary point of contact for the Music Hall venue for production needs, and communicates with performers ahead of their scheduled performance as needed.
- Operates as the regular production staff member for Music Hall events, based on availability.
- Possesses the ability to read and understand technical riders for touring performers.
- Oversees production overhire as needed.
- Act as a liaison to renters and outside performers for the rest of the organization regarding sound needs.
- Able to train overhire and third-party users on the use of internal sound equipment.
- Ensures that event reports are filled out after each performance/event.
- Attends production and department meetings as needed.
- Offers hands-on engagement in production work as needed.

Minimum Requirements

- Proficiency and experience with general technical audio skills and mixing
- Experience in projection and video design
- Experience with Crestron systems preferred
- Dante certification preferred
- Excellent verbal and written communication skills
- Ability to work in a fast-paced and often changing environment

- Excellent organizational skills and ability to multitask
- Ability to utilize and maximize resources
- Ability to collaborate and creatively problem-solve
- Ability to lift a minimum of 50 lbs
- Ability to stand for long periods
- Ability to work long shifts as needed per performance needs

Required Education/ Experience

- Bachelor's Degree or higher (preferably in associated field)
- OR relevant work experience related to audio engineering , preferably 1-3 years