



## Job Description

**Position:** Head Audio Engineer  
**Reports To:** Production Manager  
**Status:** Full Time – Non-Exempt  
**Salary Range:** \$40-\$45k per year  
**Schedule:** 40 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) Head Audio Engineer (HAE) provides 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 HAE is responsible for 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

- Creates timelines and work plans for performances in all venues related to sound.
- Manages the use, acquisition, and maintenance of needed sound equipment for all venues.
- Manages the production budget for sound needs under the supervision of the PM.
- Negotiates rental rates as necessary for sound rentals as needed.
- Possesses the ability to read and understand technical riders for touring performers.
- Provides quotes regarding sound equipment needs for our talent buyer as requested.
- Responsible for securing artist backline equipment and rentals with the support of the PM.
- Responsible for the scheduling and execution of production setups related to sound, and performing sound checks.
- Oversees production overhire as needed.
- Act as a liaison to renters and outside performers for the rest of the organization regarding sound needs.
- Contributes to safety plans for internal and external production staff regarding sound equipment.
- Trains all 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 in general technical theatre knowledge (lighting, sound, rigging, scenic design and technology, carpentry, and safety)
- Experience in projection and video design
- Video networking with Crestron systems preferred
- Dante certification required
- Excellent verbal and written communication skills
- Proficiency with computer technology
- Ability to work in a fast-paced and often changing environment
- Excellent organizational skills and ability to multitask
- Ability to lead and manage staff
- 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 lighting design, preferably 3-5 years