ASSISTANT AUDIO/VIDEO MANAGER & ENGINEER

POSITION SUMMARY

Salary: $750 - $770/weekly with benefits
Location: Hartford, CT (in person)
Supervisory role: No
Department: Production
Reports to: Audio/Video Manager
Status: Full time, seasonal, non-exempt (40 hours per week)
Benefits: Yes

Who we are

Over the last year, we closed our theater doors to in-person performances, just like many others across the globe. We paused and used the time to listen, deliberate, and reflect. We looked at ourselves, and we looked at our home city—one that is mixed across differences such as race, language, sexual orientation, gender identity, and more. At our core, we became consciously aware that we do not reflect the breadth and beauty of diversity the way we could and should.

As we open our doors once again, we at Hartford Stage are seizing the moment now and taking intentional, deliberate actions to truly become Hartford’s stage.

Who we’re looking for

Maybe you’ve worked in engineering, teaching, hospitality, carpentry, or IT. Maybe you were a bartender, a ride-share driver, a nurse, or an HR manager. Maybe you’ve been looking for a different place with new scenes and fresh lighting for a while, or maybe theater has been your life for a long time, and you can’t wait to get back. This role could be that opportunity.

The position we’re filling

As the Assistant Audio/Video Manager & Engineer you will work collaboratively with the Audio/Video Manager in the daily operations of the department enhancing the audience’s experience through sound. You are a live mixer, trouble shooter, computer whiz, audio engineer, facilitator and communicator. Your ability to multi-task and adapt will be tested at each performance as you run the audio/video systems for all productions.

What you’ll be doing

- Inputting and executing changes to the sound design during technical rehearsals and previews
- Maintaining the sound/video design of each production after opening night performance
- Assisting the audio/video manager in all aspects of system maintenance and upkeep
- Distributing and collecting personal microphones before and after each performance
- Checking all equipment, before each performance, performing minor repairs and adjustments as needed
- Providing audio support for rehearsals.
- Operating mixing console and playback systems for each production
- Managing the monitor, paging, and intercom systems before, during, and after the performances
- Informing audio/video manager of any maintenance issues and supply needs
• Assisting with video-recording of performances by providing audio needs as coordinated by audio/video manager
• Maintaining the intercom and intercom systems during show run
• Maintaining the general cleanliness and orderliness of the control booth and office/storage spaces
• Conduct full production recordings as scheduled by stage management

What you bring

Excellence in:

• Working collaboratively and inclusively, mindful that we each bring our own unique styles, thinking, cultures, and talents to the team
• Working knowledge of Yamaha boards, QLab, Clear-com systems and general audio and video processing
• Time management and commitment to follow-through
• Applying diversity, equity, inclusion, accessibility, and anti-racist practices, as well as their direct impacts on department activities

Requirements:

• Experience running and mixing sound for live events and musicals for a professional theatre or comparable experience
• Experience running video for live events including set-up, programming and maintenance
• Ability to lift 50 pounds due to the nature of this role

Bonus points:

• Experience working on or repairing electronic circuit boards
• Multilingual

What we bring

• A dynamic downtown location in a creative state capital with quick access to the coast, mountains, and many restaurants, shops, markets, breweries, and activities of all kinds
• An invitation to contribute to a team of talented and collaborative individuals committed to a Tony award-winning legacy
• A fun, engaging, inclusive, and equitable workplace committed to a transformative, experiential theater
• A once-in-a-career opportunity to make an impact in the field and in the Hartford community

A place where everyone belongs

Since the shutdown—under new artistic and executive leadership—our team has been actively engaged in reducing bias in all we do, and in the way we think about and practice equity, diversity, and inclusion—from drafting job postings to the performances we bring to our stage. It all begins with a workplace where every voice is heard, where every person is seen—a place where everyone belongs.

We look forward to welcoming you into the conversation. All are encouraged to apply.

Please email your letter of interest and most current resume to HR@hartfordstage.org.