

# THEATER WORKS HARTFORD

<b>Job Title:</b>	House Audio Visual (AV) Technician
<b>Job Dates:</b>	ASAP – ongoing
<b>Reports To:</b>	Director of Production
<b>Department:</b>	Production
<b>FLSA Classification:</b>	Salaried, Exempt
<b>Rate:</b>	\$46,800 per year

## **Overview:**

TheaterWorks Hartford is currently seeking a **House Audio Visual Technician** to join our Production Team. The House AV Technician provides sound and video support for productions, special events, and more throughout the venue.

## **Principle Duties and Responsibilities – including but not limited to:**

- The usual and industry standard responsibilities of an Audio Visual Technician for a Live Theatrical Venue.
- Work closely with sound designers, composers, music directors, and guest artists to determine show requirements, working within assigned budgetary and timeline limits.
- Implement, update, and maintain sound and video equipment, backstage communication systems, wired and wireless headsets, in-house inventory, projection equipment, and department rentals.
- For musical productions, serve as either A1 or A2, as assigned by Director of Production. Coordinate/lead installation of sound rental package, ensuring proper care and maintenance of wireless microphones, band monitoring equipment, etc., oversee, train and mentor Audio Intern/Assistant(s) as needed.
- Provide technical support and (as needed) live mixing for TWH events throughout the building.
- Source rental equipment and make capital purchase recommendations; assist Production Manager in tracking and maintaining audio/visual budgets and purchases.
- Perform IT maintenance for show computers; coordinate repair or replacement of necessary equipment.
- Oversee upkeep of audio and video systems throughout the building.
- Provide audio support during rehearsals; ensure rehearsal audio files are playable according to designer's expectations.
- Set up tech tables, including com and monitors as needed.
- Run performances (audio and projections) as needed.

- Oversee and provide post-production support for video capture of streamed productions.
- Submit most current paperwork, audio, Q-lab, AutoCAD, VectorWorks, and other show related files to the Director of Production to help maintain the show archive.
- Coordinate with other departments to provide assistance when appropriate.
- As a member of the TWH Production Team:
  - Participate in daily cleaning, upkeep, and maintenance of Scene Shop, Theater, Storage, equipment, inventory, properties and facility.
  - Participate in construction, load-in, strike, hang, and storage of all technical elements and equipment (scenery, props, lighting, sound, projections).
  - Participate in the maintenance of productions by troubleshooting technical elements within technician's scope and ability, while informing supervisor of upkeep being performed or upkeep that is needed.
  - Maintain clear communications to effectively complete job.
  - Read all performance and rehearsal reports; respond as necessary.
  - Read the plays selected to be performed.
  - Attend production and staff meetings.
  - Attend rehearsals as needed.
  - When assigned and needed, provide technical support to performances: board op, programmer, stage crew, FOH, spot, etc.

**To Apply:**

Please email cover letter, resume, and references to [info@twhartford.org](mailto:info@twhartford.org) and type HOUSE AV TECH SEARCH in the subject line. No phone calls please. TheaterWorks Hartford is an Equal Opportunity Employer. BIPOC candidates strongly encouraged to apply.

**About TheaterWorks Hartford:**

Innovation, Ingenuity and Intimacy

Since 1985, TheaterWorks Hartford has presented quality, live contemporary American Theater to an audience of 36,000 in the heart of Connecticut's capital.

Located in downtown Hartford, TWH owns its building – an amazing resource that provides financial stability and a space to create. Led by Artistic Director Rob Ruggiero and Managing Director Jeff Griffin, the theater presents 4-5 productions per year in its 188-seat venue. TWH brings some of the most exciting plays, playwrights and creative teams to share the intimacy of its modified thrust, which serves as a unique “hug” to the shared humanity on stage and in the audience.

**Mission: What We Do.**

We create and share stories that can change our world.

**Vision: What We Aspire To.**

To create a more thoughtful, more empathetic, and more connected community through our shared humanity.

**Values: How We Do It.**

- **Artistic Excellence** – We go about our work onstage and off with exceptional rigor, craftsmanship, attention to detail and design in constant pursuit of great art.
- **Brave Choices** – We take chances, question what we know and infuse our work with a sense of adventure, believing that theater at its best involves a fearless interrogation of the human experience.
- **Collaborative Spirit** – Inspired by the culture of the rehearsal studio, we foster an environment where we collaborate with generosity and trust, challenge each other respectfully, and hold one another accountable.
- **Empathic Dialogue** – We create robust, authentic conversations with our community which are anchored in trust and in direct response to the work we produce.
- **Genuine Inclusion** – We welcome all communities, cultures, and audiences to join us in celebrating the differences that enrich our society and our art.
- **Fiscal Mindfulness** – We value the resources entrusted to us and responsibly sustain the company’s dual legacies of entrepreneurship and fiscal accountability.

**Diversity and Inclusion Statement:**

Reflect. Listen. Name. Act. Come Together.

TheaterWorks Hartford is cultivating a culture of diversity, equity, inclusion, and justice (DEIJ). We join in an anti-racist, anti-hate, pro-justice movement that is bringing about a sense of belonging for everyone through the experience of theater. This pushes us to design a framework to pursue a more just and equitable workplace—one that contributes to a more just and equitable world.

We dedicate the time to reflect on our challenges by questioning and evaluating our current systems. We engage thought leaders to guide us through tough conversations as we continue to re-examine our processes and our work culture. We commit to listening better and naming the obstacles we face in order to inspire new ways of working together, hiring, and decision-making while honoring each other. We will continue to ensure our intentions are accountable, and will continue to seek support, guidance and training so that our intentions become actions.

Empathic, honest dialogue guides us. We are storytellers generating hard, thoughtful, and inspiring conversations that celebrate our differences and transform how a community comes together. We will continue to center all our stories in great theater and experiences, we will inspire positive action, as well as open minds and hearts. We aim beyond the goal of inclusion and aspire to land in a place of genuine belonging.

**We invite you to join us on this journey.**