

Audio/Video Department Assistant (#38673)

Job Description

Department:	Cal Performances
Job Classification:	Principal Scene Technician -- 6335C
Working Hours:	Variable
Supervisor's Title:	Audio/Video Department Head
Personnel Program:	University Professional and Technical Employees (UPTe)

INTRODUCTION

Cal Performances is seeking an Audio/Video Department Assistant.

The mission of Cal Performances is to produce and present performances of the highest artistic quality, enhanced by programs that explore compelling intersections of education and the performing arts.

The Audio/Video Department Assistant (AVDA) is responsible for the successful implementation of audio and video related elements for all Cal Performances events in on and off campus venues. Duties include, but are not limited to: on-site coordination of technical audiovisual elements, equipment integration and/or facilities maintenance, department liaison and stage crew supervision, training and development.

The AVDA works closely with the AV Department Head to plan and integrate present and future systems (including workflow) and help establish best practices. The position is highly collaborative- transparency and responsiveness are paramount.

To learn more about Cal Performances, please visit <https://calperformances.org/>.

RESPONSIBILITIES

- *denotes an essential job function*

Technical Specialty and Coordination

- Effectively sets up, operates and strikes house and rental AV equipment including (but not limited to): digital mixing consoles, wireless microphone and monitoring systems, audio networking devices, projectors, screens, video monitors, switchers, scalers, matrices, computers and video distribution systems.
- Uses critical listening skills and acoustical knowledge to mix live performances appropriate to the genre and to the satisfaction of the artist, event sponsor, A/V Department Head or designate.
- Troubleshoots and repairs various audio and video systems as needed.
- Conceives and employs strategies in order to avoid any audio or video system failure.
- Reads and interprets rider requirements in collaboration with the AV Department Head.
- Responds to various Cal Performances' departments to help interpret needs; provides technical advice and implements a variety of audiovisual applications, as required.
- Keeps current on industry trends in audiovisual systems and best practices to accommodate the needs and requirements of Cal Performances and visiting artists.
- Acts as lead technical audiovisual contact and represents Cal Performances as needed.

- Attends Operations departmental meetings and production meetings as required.

Work Lead

- Acts as lead Audiovisual Technician. Will act as a point of contact for crew, event managers, touring personnel, and artists during load-ins, rehearsals, performances and load-outs in assessing and resolving event technical problems.
- Duties include leading coworkers in the set up, strike, and operation of, general load-in, set-up, and load-out.
- Plans and organizes the work to be performed, delegating to and directing other Scene Technicians as necessary.
- Actively participates in training, coaching, and directing crew with regard to best practices in the implementation of sound and video for entertainment, assists with development of Scene Technicians in specialty areas.
- Interacts with artists, event sponsors, event designers, event technical directors or touring technicians in a professional manner, utilizing customer service techniques to collaboratively solve problems or clarify instructions.
- Maintains a safe working environment; advises Stage Supervisors of possible risks or hazards; addresses safety issues in a timely fashion. Informs and helps enforce safety regulations among Cal Performances' and guest working personnel.
- Provides or oversees additional on-site basic theater craft instruction and training of all stage crew employees as needed.

General Stage Work

- Assists with the implementation of all technical related elements required by events during pre-hangs, load-ins, rehearsals, shows, load-outs and change-overs.
- Assists full crew with various tasks such as: loading or unloading trucks, set-up or strike staging and/or scenic elements, sweeping & mopping, or taking out the trash.
- Performs general stage duties as needed, taking direction from all Stage Supervisors or Event Managers. Works in other stage specialty areas as needed by the department.

Equipment/Facilities Maintenance

- Oversees the maintenance and proper use of all audiovisual equipment owned or rented by Cal Performances.
- Identifies maintenance issues and performs maintenance projects as assigned; leads crew for maintenance calls, ensuring the work is completed to a professional standard.
- Collaborates with operations staff and stage supervisors in the preparation of an overall maintenance plan.
- Keeps up an equipment inventory and plans for equipment replacement purchases.
- Maintains storage areas and workstations in a clean and organized manner.

REQUIRED QUALIFICATIONS

- Minimum of 5 years of professional audio and video experience in technical theater and event production.
- Extensive experience mixing live music ensembles and vocalists of various genres as a FOH and/or a Monitor Engineer.

- Strong working knowledge of analog and digital sound consoles, ancillary and audio distribution equipment and professional audio and video software.
- Strong working knowledge of various presentation media and best practices for professional presentations.
- Professional experience with sound reinforcement, stage communication systems, theatrical lighting and stage rigging.
- Extensive experience operating various audiovisual media for performing arts (theater, dance and music), presentations and conferences,
- Extensive experience with cameras, projectors, switchers and screens of all types, including the various digital and analog protocols, connectivity and distribution, video format resolutions, source media etc.
- Strong leadership skills overseeing union, non-union, and student crews
- Excellent computer skills.
- Positive, approachable attitude; open mindedness and objectivity- collaboration is key.
- Excellent communication and interpersonal skills to successfully interact with a diverse constituency and ability to work with people with varied skill levels.
- Strong service skills with a professional manner in order to successfully build and maintain positive relations and provide quality service.
- Excellent organizational and time management skills with the ability to independently follow through to successful completion of projects.
- Able to multi-task and distribute efforts appropriately among tasks, manage competing deadlines, handle frequent interruptions and maintain a high level of productivity.
- Able to quickly and easily adapt to changing situations and priorities in a calm and professional manner.
- Able to work under pressure of deadlines in a fast paced environment.
- Able to work long hours, overtime, nights, weekends and holidays.
- Ability to move and manage items weighing up to 50 lbs.
- Ability to safely work at heights, around moving machinery, and with exposure to noise, vibration, dust, and drafts
- Strong knowledge and understanding of how various audiovisual applications are used to enhance and inform the audience experience.
- Has a safety-first attitude.

PREFERRED QUALIFICATIONS

- Appreciation for a wide variety of performing arts including; dance, music, and theater.
- Possesses and maintains an Avixa CTS certification

Other Information

This is a variable time career appointment with a full benefits package. FTE will be varied from 50% to 100%. This is a non-exempt position with overtime earned after 40 hours in a week.

This position is governed by the terms and conditions in the agreement for the Technical Unit (TX) between the University of California and the University Professional and Technical Employees (UPTE). The current bargaining agreement manual can be found at:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/tx/index.html>

How to Apply:

Please visit <https://jobs.berkeley.edu/> (search by the Job ID **#38673**) or

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=21&JobOpeningId=38673&PostingSeq=1 for a complete job description and to apply.