

CROSTOWN ARTS

The *Audio/Visual Technician* of Crosstown Theater maintains a broad working knowledge of the theater's technical capabilities and is responsible for the set-up/tear-down, operation, and maintenance of all technical equipment necessary for Crosstown Arts programming. The *Audio/Visual Technician* is also responsible for AV needs for other events in the theater that are unrelated to Crosstown Arts programming.

The *Audio/Visual Technician* reports directly to the Theater Director and works closely with other theater staff in every area of programming at Crosstown Arts (Events, Film/Video, Music, Performance, etc.). This position collaborates with other technical staff in order to ensure that all technical elements (such as lighting, projection, etc.) align to fulfill a cohesive vision of all performances and screenings in Crosstown Theater.

DUTIES AND RESPONSIBILITIES

- Reports to Theater Director of Crosstown Theater
- Works closely with the Theater, Film/Video, Music, and Events departments in order to execute all AV needs for events in Crosstown Theater
- Works closely with the Technical Manager, House Audio Engineer, and Theater Director on fulfilling all technical duties needed for programming in the theater
- Operates, maintains, and safeguards the A/V and communication equipment
- Assists with the set-up/tear-down of all loose sound equipment
- Serves as stage manager/A3 for larger music events
- Runs sound for events with minimal audio needs
- Works with the House Audio Engineer to keep an up-to-date list of audio inventory and to maintain the proper storage of all loose equipment
- Facilitates the set-up of live stereo recordings and multitrack recording
- Assists in the process of live recording (when needed)
- Maintains a working knowledge of the lighting system and runs the lighting board for select events
- Works with the Director of Film and Videography to execute all technical operation for the Crosstown Arthouse Film Series
- Reviews all films before screenings in order to ensure that they are ready for viewing
- Maintains working knowledge of the Barco projector
- Works with the Technical Manager to provide assistance and consultation from an audio/visual perspective when working with outside production managers, event planners, and/or lighting and audio/visual designers on the technical specifications and usage of the equipment required for specific shows
- Directs stage hands and crew who load in/out audio equipment
- Works with the Theater Director, Technical Manager, and House Audio Engineer to develop written policies and procedures related to use, setup, safety, and care for all in-house audio equipment and resources

REQUIREMENTS

- Bachelor's degree from a 4-year university or equivalent experience
- Significant experience as an AV technician in a performing arts center or music venue
- Broad working knowledge of technical aspects of lighting, sound, and film
- Comfortable working with a wide range of music performances (bands, orchestras, etc.)
- Ample experience with cabling instruments, microphones, etc.
- Working knowledge of sound design and recording process
- Technical expertise to perform minor repairs and preventative maintenance on theatrical equipment and facilities
- Excellent written and verbal communication skills
- Ability to establish and maintain effective and congenial working relationships with representatives of various groups, vendors, and co-workers
- Ability to interact with people from a variety of backgrounds
- Ability to maintain irregular and extended working hours, including nights and weekends
- Able to lift at least 30 pounds
- Must have a Driver's License, vehicle, and willingness to run occasional errands (mileage compensated)
- Tour experience preferred

THIS POSITION REQUIRES AN ONGOING COMMITMENT TO THE FOLLOWING CHARACTERISTICS:

- Even-tempered disposition. Ability to work under pressure in a composed, focused, affable, and courteous manner, with the clear understanding that unprofessional, unkind, or unfriendly interactions with the public or other staff members are not acceptable under any circumstances.
- Adaptable and flexible. Ability and willingness to accommodate ongoing modification to all tasks, plans and projects, including regular interruptions to workflow.
- Prompt and timely communicator. Ability to manage a demanding level of correspondence in all forms of communication. Especially important are excellent written and verbal communication skills.
- Collaborative. Eagerness to work collaboratively with Crosstown Arts' staff.
- Organized. Ability to manage a high volume of information and tasks for multiple projects simultaneously, at varying levels of completion.
- Accommodating. Ability to seek out supportive solutions in order to accommodate guests and participants in all Crosstown Arts' spaces - including the general public (as well as artists, musicians, and event organizers) - to realize the full potential of their creative vision whenever possible.
- Gracious with people. Ability to maintain a composed and supportive demeanor when interacting with idiosyncratic and distinctive personalities during sensitive situations. Demonstrates a good-natured, positive, and cheerful demeanor towards others at all times.

- Enthusiastic, energetic, and positive. Ability to sustain an ongoing spirit of positivity in high-pressure and demanding situations. Great level of passion and enthusiasm surrounding delegated projects, programs, and promotional campaigns.
- Receptive. Ability and willingness to take on a wide range of responsibilities ranging from simple tasks to highly detailed directives in order to complete projects.
- Attentive to details. Ability to maintain focus on and adjust to the constantly emerging details unique to each situation, ranging from visual/space needs to interpersonal requests from other staff and event participants.
- Assertive, determined, and focused. Ability to stay on task, to work under pressure within given deadlines, to problem-solve, and to proactively find solutions to obstacles in resourceful ways, seeing all projects through to completion.

BENEFITS AND COMPENSATION

This is a part-time position. Compensation commensurate with level of experience and skill.

TO APPLY

Please send a cover letter, resume and references to: jobs@crosstownarts.org.

CROSTOWN ARTS: OVERVIEW

Crosstown Arts is a contemporary arts center with multiple music venues, performance and exhibition spaces, art-making facilities, and a multidisciplinary artist residency program, offering a diverse range of programming, all with immediate access to healthcare, wellness, and childcare resources.

Crosstown Arts is the creative centerpiece within Crosstown Concourse, a one-million-square-foot adaptive reuse of the historic Sears building, constructed in 1927 and once a major distribution center and retail store for Sears, Roebuck & Co. in Memphis, Tennessee. The larger Crosstown Concourse complex is a vertical urban village grounded in arts, education, and healthcare. It includes a charter high school for arts and sciences, graduate programs in education, health and wellness disciplines, grocery and marketplace, commercial/office, and a diverse range of residential living spaces.

The mission of Crosstown Arts is to further cultivate the creative community in Memphis by providing resources and opportunities to inspire and support a wide range of audiences. Crosstown Arts manages a variety of spaces and programs that integrate exhibition, performance, production, retail, and education. This collective vision of collaboration and sharing of resources to benefit the neighboring community and the city at large is the unifying quality that connects all the programming, spaces, tenants, and services of Crosstown Arts and Crosstown Concourse.

Crosstown Arts is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, gender identity, gender expression, and disability.

CROSTOWN THEATER: OVERVIEW

Crosstown Theater is a 419-seat black box theater located on-site at Crosstown Concourse in the center of the largest renovation project in Memphis' history. Crosstown Arts owns and operates all aspects of the theater as a site for a wide range of performing arts and community uses as a complement to the 45,000 square feet of contemporary art space the organization manages inside Concourse.

The theater serves both as a site for Crosstown Arts' own programming and as a venue for community use. The theater is available for performing arts/music/film groups and organizations across the city, as well as large-group assembly and meeting space for Crosstown High (charter school located on-site), other Concourse tenants, and commercial businesses.

The theater is designed with a sprung wood floor stage, a modular open floor, and retractable seating to provide a performance space that can be transformed completely from an open room with 5,000-square-feet of flat floor into a proscenium, thrust, black box, or theater-in-the-round configuration in a matter of hours. The second-floor balcony can accommodate seated or standing audiences, as the stage can exist in multiple locations inside the space for a variety of theatrical performance arrangements.

State-of-the-art acoustic treatments and lighting have been designed to accompany a premiere sound system that offers a uniquely intimate space for musical performances ranging from touring headliners to Memphis-based musicians performing for standing or seated audiences. A state-of-the-art Digital Cinema Package (DCP) system with 4K projection has been included in the design to offer Memphis' film community a venue to experience nationally and internationally acclaimed arthouse films and independent cinema.