



## **Job Description**

### **Head Audio Operator**

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**Reports To:** Technical Director

**Mission:** *To create an environment that inspires a passion for student success.*

#### **Desired Results of the Position:**

- A welcoming, safe, and inclusive experience for students, clients, and guests of the Algonquin Commons Theatre (ACT) and all its related venues.
- The safe delivery of professional and reliable audio technical services to the clients and users of the ACT, and other Students' Association (SA) facilities.
- Technical equipment that is up-dated, clean, well-maintained, and organized.
- A harmonious Theatre and Venues Operations department, where the team members feel energized, motivated, and supported to contribute to the student, guest, and client experience

#### **Nature and Scope**

The Head Audio Operator (HAO) will report to the Technical Director (TD) and will ensure proper and professional operation of the (ACT) audio systems. They will ensure that the highest standards of health & safety and house policies are observed by all users and guests. The HAO will assist with the load in & out for various performances, set up & strike ACT and its clients or artists' equipment, and assist with the general operation and maintenance of ACT. The HAO will also perform similar work across all SA facilities: The Observatory, The Student Commons, Corner Lounge, etc. The HAO will train other staff as required and will establish harmonious and productive relationships with the staff of the SA, Algonquin College, clients, and guests.

#### **Job Duties**

- Collaborate with other staff to create a positive work environment that produces high quality work and brings a high level of satisfaction to all clients, artists, and guests.
- Set up and operate in-house and touring audio equipment, including assisting with the load-in and load-out of clients/artists' equipment, and ensuring all equipment needed for a professional performance is operational.
- Manage house audio package to ensure it meets the highest demands and is kept in show-ready state.

- Mix live and pre-recorded audio for FOH or monitor positions.
- Collaborate with clients to ensure a cohesive working environment and a successful show, while providing direction, motivation, and coaching to staff members.
- Take and give direction in real-time during set-up, rehearsal, and performance.
- Ensure a safe working environment by adhering to, and upholding the ACT & Algonquin College health, safety, and security policies and procedures, including the proper use of personal protective equipment, and by communicating any safety hazards to others.
- Maintain the cleanliness and organization of the stage area, catwalks, and FOH booth, ensuring all equipment is properly stored and cable paths are managed to the highest industry standards.
- Track and perform inventory of ACT's property at the end of each performance, and conduct general maintenance on equipment as needed.
- Interpret and execute production designs.
- Build & tear down static and/or rolling risers.
- Remove, stack, and store road cases in a safe and tidy manner.
- Respond to all work-related communications in a timely manner and maintain file structures of any computers or intelligent equipment used.
- Assist touring staff with the set-up of their equipment.
- Assist with tasks requested from all technical departments within ACT in pursuit of the event.
- Perform general duties as assigned.

### **Core Competencies**

- Communication
- Service Orientation
- Critical Thinking
- Effective Leadership
- Accountability

### **Desired Skills and Qualifications**

- Minimum of 5 years of experience working with live event productions or professional audio studio recordings.
- Proficiency in mixing live audio and acting as a "system tech" for various shows, including concerts, live theatre, dance, and corporate presentations.
- Familiarity with industry-standard audio equipment brands such as Meyer, DiGiCo, DPA, Shure, and Sennheiser is highly desirable.
- Ability to perform sustained physical activity, handle environmental stressors such as lifting, noise, and crowds, and remain on your feet for extended periods.
- Willingness to work long hours and non-traditional shifts, including evenings and weekends.
- Confidence and safety in working at heights, adhering to safety protocols.
- Ability to thrive in a fast-paced environment with frequent interruptions and changing priorities.

- Proficiency in both English and French is considered an asset.
- Demonstrated ability to troubleshoot and resolve technical issues quickly and effectively during live events.
- Excellent verbal and written communication skills to interact with clients, artists, and team members.

**Compensation:**

- This position is part of CUPE Local 5144 – pay Level 5 (\$33.02-\$36.70).
- Full-time position, with an average of 35 hours per week, on a flexible schedule with day, evening, and weekend shifts.
- The SA offers a comprehensive benefits package to its employees.