

Dance Place Seeks an Audio and Video Supervisor

Dance Place, a nationally recognized cultural arts center in Washington, DC, seeks a full-time Audio and Video Supervisor for the Cafritz Foundation Theater. This is a 40 hour per week, salaried, year-round position with benefits. Work hours vary: workweeks without special events/performances are M-F daytimes, and workweeks with special events/performances are typically Thursday-Monday including weekend and evening hours. The Audio and Video Supervisor will report to Dance Place's Director of Production. The ideal candidate will have three or more years of professional theater experience and interest in working with dance and contemporary performance.

Dance Place is an equal opportunity employer. Dance Place believes that people of color, people in the LGBTQ+ community, people with disabilities, and women must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities. Strong candidates will work in alignment with Dance Place's [mission and values](#) and be welcoming to people of all identities, including artists, adult dance class students, audience members, and the youth of our robust education programs.

Title: Audio and Video Supervisor

Number of hours per week: 40

Department: Production

Immediate supervisor: Director of Production

Salary: \$37,440-\$41,080 annually

Benefits: Dance Place offers our full-time employees extensive paid time off, self-managed mental health and medical leave, health insurance with vision/dental/prescription options, a (401) K plan, and pre-tax travel benefits. Employees are able to take classes in the Dance Place School and attend Dance Place performances for free.

Position Overview

The Audio and Video Supervisor serves as a key member of the Cafritz Foundation Theater technical staff to assist all artists in the Dance Place season to realize their artistic visions, and to maintain Dance Place audio-visual equipment in working order.

Essential Responsibilities

- Setting up, and/or leading crew to assist with set-up, of all audio-visual needs for Dance Place performances and special events, including events in the Cafritz Foundation Theater and occasionally other locations in Washington, DC.
- Serving as Qlab programmer for Dance Place performances
- Serving as sound and projection operator for Dance Place performances, including live mixing when applicable

- Maintaining Cafritz Foundation Theater audio-visual and networking equipment
- Assisting with light hang and focus, scenic build, deck moves, and general theater operations and maintenance on a regular basis
- Assisting to keep Cafritz Foundation Theater, technical booth, backstage, shop, and storage areas neat and organized
- Assisting to maintain an up-to-date wishlist of audio-visual equipment
- Training interns, work/study volunteers, and staff on Dance Place's audio-visual equipment
- Supervising technical theater interns and work/study volunteers for specific tasks as needed
- Maintaining audio-visual systems in lobby and studios
- Maintaining functionality and organization of performance archive
- Assisting with event, performance, and equipment rentals in the Cafritz Foundation Theater

Required Skills/Qualifications:

- 3 or more years of professional theater experience and interest in working with dance and experimental performance
- Strong interpersonal communication and customer service skills
- Attention to detail with excellent time management skills
- Ability to work autonomously and in teams in a fast-paced environment
- Highly organized and creative with deep enthusiasm for the arts
- Experience with digital sound consoles and live audio mixing
- Experience hanging, mapping, and maintaining laser projectors
- Proficiency in QLab, Allen & Heath sound consoles, and Google Suite strongly preferred.

Due to the in-person nature of the position, those who wish to apply for this position will be *required* to be vaccinated against COVID-19. The second vaccine dose must be administered two weeks prior to the official start date at Dance Place, and the applicant should be prepared to show proof of vaccination upon request. Each candidate will also be required to comply with Dance Place's current COVID-19 policies and procedures including the utilization of a face covering that covers both the nose and mouth while indoors on campus, following a standardized check-in/out procedure for contact tracing purposes, and adhering to frequent hand sanitization to prevent the spread of illness. The aforementioned policies are in compliance with the *DC Mayoral order 2021-099**.

HOW TO APPLY:

To apply, send a letter of interest and a resume to employment@danceplace.org.

Applications will continue to be accepted until the position is filled, with a priority application date of Wednesday, October 20. No phone calls please.