JOB DESCRIPTION & POSTING

POSITION TITLE: Head of Audio/Video
SUPERVISOR'S TITLE: Production Manager
START DATE: 10 May 2027
END DATE: 15 July 2027

CREATED: 17 February 2023
UPDATED: 05 November 2026
COMPENSATION: DOE
+Housing for Out of Town
+Travel for Out of Town

MISSION STATEMENT

Elevating lives through ennobling artistic experiences.

VALUES

- We are committed to performing outstanding artistic productions, with the aim of delivering the highest level of enjoyment to our patrons.
- We honor and are dedicated to presenting a variety of musical and dramatic expression recognized for their distinction and quality.
- We champion children.
- We honor the past, cherish the present, and strive to influence the future.
- We respect and encourage the unique, innate, creative nature of everyone.
- We encourage community involvement.
- We are committed to service.
- We cultivate collaboration and cooperation.
- We adhere to professional ethical standards.
- We strive to deserve support and trust.

CORE VALUES OF OUR COMMUNITY

Utah Festival Opera and Musical Theatre is a community of artists and collaborators built on the foundations of respect, acceptance, and creativity. We embrace the value of each and every individual and the unique perspectives of all they bring to the art we create. We open doors, build bridges, and make work that is accessible to everyone. The opportunity and access to the gift that is live theatre benefits all in our community, and we strive to remove barriers to that gift.

As we grow, we continue to educate ourselves and expand our practices and plans to ensure that we represent a rich array of voices on our stages, in our facilities, and within our community – regardless of race, ethnicity, sexual orientation, gender, age, ability, religion, or social status. We foster an environment where our differences and shared experiences are explored and celebrated with generosity, openness, and curiosity.

Goals and Commitments

Utah Festival Opera and Musical Theatre is committed to maintaining a welcoming environment on and off stage. Our goal is to create conversations that contribute to a more engaged, informed, and connected community. Recognizing that growth is an ongoing process, we continue to review our policies and practices to ensure a supportive, anti-racist environment for our artists, staff members, and audiences. We hold ourselves accountable to listen, learn, and grow as an organization and as individuals.

POSITION PURPOSE

The Head of Audio/Video will manage the Audio/Video department overseeing budgets, work schedules, inventories and developing and maintaining departmental standards and goals. The Head of Audio/Video will ensure the installation and maintenance of sound and projection designs as indicated by the designer and they may assist the designer in the installation.

POSITION FUNCTIONS AND RESPONSIBILITIES

PRIMARY RESPONSIBILITIES

- Ensure the efficient installation and maintenance of sound, audio, and video projection systems as indicated by the Sound and Projection Designers.
- Assist Sound and Projection Designers in the implementation of the design as needed.
- Maintain UFOMT's audio and video inventories as well as computer equipment assigned to the Audio/Video Department.
- Oversight and control over department budgets.
- Develop and maintain departmental work processes, goals, and safety standards.
- Establish work hours and calls for department staff.
- Ensure that changeovers between productions occur in a safe, timely, and efficient manner.
- Fill in for staff as needed.
- Provide assistance in continuing education for all members of the department.
- Provide departmental assistance with non-show-related UFOMT events.
- Develop and maintain departmental production schedules, operating sound and projection equipment for UFOMT productions and space rentals as assigned.
- Perform such tasks, services, duties, and responsibilities in accordance with UFOMT policies, rules, regulations, and instructions now in force or which may be adopted from time to time during Employee's employment at the UFOMT.

OTHER FUNCTIONS

- Other duties as determined by the Production Manager and General Director.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- 5-7 years of experience in theatrical audio/video.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Knowledge and proficiency with digital and analog audio consoles including Behringer and Midas platforms, video systems, recording, editing, general reinforcement, and sound playback systems.
- Knowledge and proficiency with QLab software.
- Proficiency in problem solving and project planning.
- Ability to work in a team and maintain a positive attitude.
- Ability to collaborate with fellow staff and freelance artists.

PHYSICAL DEMANDS

The physical demands described here are representative of those an individual must meet in order to successfully perform the essential functions of this job. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- This position constantly communicates with colleagues via headset intercom systems.
- Ability to transport 50 pounds.
- This position frequently communicates with groups of people in open areas.
- This position consistently works in darkened environments.
- This position constantly communicates with other collaborators via wired intercom systems.
- This position consistently positions self to assist with lighting system installs that include, stooping, kneeling, or crouching.
- This position frequently ascends/descends stairs and ladders.
- This position frequently ascends/descends ladders and personnel lifts.
- This position consistently works on ladders and in elevated positions.
- This position is often required to wear fall-arrest equipment.

Utah Festival Opera and Musical Theatre is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

TO APPLY

Please submit a resume (with references) and a cover letter to Michael Strickland, Production Manager at jobs@ufomt.org.