

# Houstonfirst

## Job Posting

<b>Position:</b>	<b>Assistant Audio Engineer</b>
<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Department:</b>	<b>Miller Outdoor Theatre</b>
<b>Reports to:</b>	<b>Stage Supervisor - Audio</b>
<b>Reporting Location:</b>	<b>Miller Outdoor Theatre</b>
<b>Workdays &amp; Hours:</b>	<b>Varies. Must be flexible to work evenings, nights, weekends and holidays as necessary or required.</b>

### **SUMMARY:**

This position will provide live mix engineering and other technical support to professional and nonprofessional groups using Miller Outdoor Theatre.

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:** (individual duties, assignments and responsibilities required of the position include but are not limited to)

- Provide live mix engineering for productions
- Run power, cables and microphones
- Assist in setting up orchestra
- Perform sound checks, mix for different parts of stage
- Build risers
- Break everything down and prepare stage for next show
- Assist all other technical areas as needed
- Other duties and special projects as required

**SUPERVISORY RESPONSIBILITIES:** (personnel supervision, budgets, performance, etc.)

- This position has no supervisory responsibilities

**EDUCATION AND/OR EXPERIENCE:** (special training, certifications, college degree, etc.)

- High school diploma or equivalent
- 3 years of experience with audio in a concert arena or theater venue

**KNOWLEDGE, SKILLS AND ABILITIES:** (technical, communication, interpersonal, etc.)

- Computer knowledge, with ability to use MS Word and Excel
- Basic math skills
- Ability to communicate in a professional manner both written and oral
- Thorough knowledge of occupational hazards and safety precautions necessary for safe performance of duties

**MISC.**

- Must pass a pre-employment drug test

**WORK ENVIRONMENT:** (overtime, travel, physical demands, and conditions)

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Considerable physical exertion, such as regular climbing of ladders, lifting heavy objects (up to 80 pounds) on a highly frequent basis and or assuming awkward positions for long periods of time.
- Routine discomforts from exposure to moderate heat, cold, moisture and unpleasant air conditions; may involve routine exposure to soiled materials and chemical substances such as cleaning solutions.

**ANNUAL SALARY:** Commensurate with experience

**POSTING DATE:** February 9, 2017

**CLOSING DATE:** Until filled

**APPLICATION PROCEDURES**

- Fill out "Application Form" and attach a current resume
- Submit resume to Human Resources: [hfjobapplications@houstonfirst.com](mailto:hfjobapplications@houstonfirst.com)

*The individual selected for the position described above will be employed by Convention and Cultural Services, Inc., and in accordance with an existing Services Agreement, will perform services for Houston First Corporation.*

An equal opportunity employer