



The Music Center convenes artists, communities, and ideas with the goal of deepening the cultural lives of every resident in Los Angeles County. The non-profit performing arts organization has two divisions: TMC Arts and TMC Ops. TMC Arts, The Music Center's programming engine, provides year-round programming inside The Music Center's four theatres, on The Music Center Plaza, outside at Grand Park—a 12-acre adjacent green space—and in schools and other locations all over Los Angeles County. TMC Arts presents world-class dance with *Glorya Kaufman Presents Dance at The Music Center*, free and low-cost public concerts, and events, as well as K–12 arts education programs. TMC Ops manages the theatres, the Plaza and Grand Park on behalf of the County of Los Angeles. The Music Center is also home to four renowned resident companies—Center Theatre Group, Los Angeles Master Chorale, LA Opera and LA Phil. For more information, visit musiccenter.org. Follow The Music Center on Facebook, Instagram, and Twitter @MusicCenterLA.

The Music Center's Production Department is in search of a **House Head Audio in The Mark Taper Forum**

Reporting to The Music Center's Director of Production, the Head Sound oversees the Sound Department of the Mark Taper Forum within the context of the Collective Bargaining Agreements between the companies and IATSE Local 33. They work on all productions at the theatre, the majority of which are shows produced by Center Theatre Group – a permanent resident company to The Music Center – as well as on Music Center events and outside rentals of the theatre. They supervise the implementation, operation, and maintenance of the audio system and lead crew members in load-ins, technical rehearsals, run crew, and load-outs. The Head Sound serves as the Audio Engineer on all Mark Taper Forum performances.

PRINCIPAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Supervise the sound crew in the installation and configuration of audio systems in collaboration with Production Management, the other Department Heads, and the Sound design team.
- Work as a team with other Department Heads to prioritize the needs of productions to ensure work is done efficiently and safely.
- Program and operate the mixing console and audio playback system for tech, previews, and performances.
- Create a cordial, cooperative, and welcoming environment for designers, actors, and visiting companies. Model and support the mission and values of Center Theatre Group and The Music Center.
- In conjunction with Production Management, coordinate with rental companies to establish estimates, gear needs, etc. Track rental inventories and facilitate returns.
- Communicate with Sound Designers to answer their technical questions and facilitate their needs. When requested, participate in advance walk-throughs and surveys.
- Advise Management of ideal crew calls, schedule, and order of the work. Manage the size of the crews and schedule the workdays efficiently and in the company's best interests.
- Request crew and qualified assistants from the Local 33 Hiring Hall after consulting with Production Management about crew sizes.
- Fill out timesheets according to the rules of the Collective Bargaining Agreements for the sound crew and submit on a weekly basis.

- Maintain and promote a safe work environment by following and enforcing all safety regulations, providing safety equipment, training employees on safe practices, reporting incidents, managing record keeping, staying up to date on safety issues, and advising on safety related policy and decisions.
- Maintain and upgrade the theater's audio equipment and keep inventories up to date. Advise Management on new purchases and necessary expenditures.
- Attend production, tech note, and other meetings as needed by Production Management.
- Collaborate with all staff in the furtherance of the Music Center and Center Theatre Group's goal of being anti-racist institutions working towards Justice, Equity, Diversity, and Inclusion for all. Encourage and empower everyone to speak out against racist workplace practices and policies. Participate in organization-wide anti-racism work and incorporate an anti-racist lens into daily practice.
- Support Center Theatre Group's Education and Community Partnerships, Institutional Advancement, and Marketing departments in furthering their work. This could include teaching workshops, leading tours, discussing behind the scenes activities, or speaking with interns or apprentices.
- Other duties as may be assigned.

Center Theatre Group provides a dynamic working environment in which duties and responsibilities may change. Employees are expected to be flexible and responsive to changes in the scope of their duties.

QUALIFICATIONS AND REQUIREMENTS:

- Extensive knowledge of live entertainment audio reinforcement and playback systems.
- Ability to design and implement a production audio system and experience with permanent facility audio systems.
- Experience in mixing live audio for the theatre, including both straight plays and musicals.
- Familiarity with a Digico SD10 mixing console is a plus.
- Preferred experience with Myers Loudspeaker Management and Myers software
- Experience and knowledge in the use of QLAB in a live show environment.
- Experience with Show Program Distribution and Audio and Video Infrastructure management
- Experience with wireless audio systems including microphones and Clear-Com.
- Ability to read theatrical design and technical drawings.
- Ability to multi-task and work effectively while managing multiple deadlines and priorities.
- Ability to communicate and collaborate with people that are mixed across lines of differences such as race, gender-identity, sexual orientation, religion, ability, age, class, and immigrant status.
- Proficient using computers and knowledge of basic computer programs (email, word processing, etc.).
- Ability to remain centered and respectful during sensitive situations, guiding teams to consensus in a holistic manner.
- Ability to work a flexible schedule including evenings, weekends, and overtime hours.
- Ability to repeatedly lift, push or maneuver items up to 50 pounds, either alone or with assistance from others, as well as scale ladders and work in high places.
- Previous IATSE membership is not required to be hired.

All employees are required to pass a background check.

New employees will be required to provide proof of full vaccination prior to the first day of employment.

VACCINATION POLICY

The Music Center requires its employees to be vaccinated against COVID-19, subject to certain exemptions as required by law. New hires working at The Music Center must be fully vaccinated no later than 60 days after hire and until they are fully vaccinated will be required to submit weekly proof of negative laboratory COVID-19 test and submit to additional masking and social distancing requirements. Please contact The Music Center's Human Resources Department for a copy of the vaccination policy.

SALARY RANGE: Base hourly rate of \$54.19 per hour; this is a non-exempt position.

BENEFIT STATUS: Eligible through IATSE Local 33.

HOW TO APPLY

To be fully considered for the position, tell us why you are the ideal person for this job. Please send your resume and cover letter to: Jobs@Musiccenter.org **OR fax to: 213-972-0721**. Be sure to include the position title in the subject line of the email.

Due to the heavy volume of resumes received, emails that do not include the job title in the subject line of the email may not be considered. In the cover letter, please indicate how you became aware of this position, e.g., name of website, current employee, other source. No phone calls please. We will contact qualified individuals to set up interviews.

EQUAL OPPORTUNITY EMPLOYER