



## **Job Description**

**Job Title:** Head of Audio

**Department:** Production

**Reports to:** Technical Director

**FLSA Status:** Exempt, salary

### **MISSION:**

The mission of The Tobin Center for the Performing Arts, a non-profit arts organization, is to provide a world-class venue that promotes a diverse range of cultural, educational, and artistic experiences that improve the quality of life in San Antonio. The Tobin Center provides a state-of-the-art facility and services to support its major tenants: The San Antonio Opera, Ballet San Antonio, Youth Orchestra of San Antonio, and the Chamber Music Institute among other non-profit performance companies. To be self-supporting, the Center also presents commercial programming and rents facilities to for-profit organizations. To fulfill its mission, The Tobin Center established Tobin Entertainment LLC to generate additional financial support for Tobin Center programs and ensure quality arts entertainment is available to the public in performing arts centers and other venues throughout the United States.

### **DESCRIPTION:**

Situated along the banks of the San Antonio River in the heart of the city, The Tobin Center for the Performing Arts transformed arts in San Antonio. Its stunning architecture, creative interior design and lighting, exceptional acoustics, and blockbuster talent from around the world attracts widely diverse audiences from San Antonio and the region.

The remarkable flexibility of the 1,750 seat H-E-B Performance Hall, with its distinctive “flat-floor” capability, opens the door for performances and events of almost any sort. The acoustics can be “tuned” to fit the performance and the physical set-up of the performance hall; and the sound insulation throughout The Tobin Center enables simultaneous use of the Performance Hall, the Studio Theater, and the River Walk Plaza.

Audiences can see and hear performers and performances of every kind at The Tobin Center for the Performing Arts.

The Tobin Center includes three venues:

- The H-E-B Performance Hall is a 1,750-seat performance space with excellent sound capabilities, adjustable for both acoustic and amplified musical presentations. The main floor converts from traditional theater seating to a flat-floor concept capable of seating more than

600 for banquet or cabaret style events or up to 1,050 for a general admission standing-room event.

- The Carlos Alvarez Studio Theater is a 300-seat studio theater with numerous flexible-seating options and arrangements.
- The Will Naylor Smith River Walk Plaza is an exterior venue along San Antonio's River Walk that is ideal for films, concerts, and events. The plaza can accommodate seating for 600 people and includes a state-of-the-art 32-foot video wall.

### **TOBIN ENTERTAINMENT LLC:**

Tobin Entertainment LLC., the off-site tour and promotion division of The Tobin Center for the Performing Arts, was created to generate additional financial support to drive meaningful change in San Antonio through Resident Companies, Generation Next, and diverse community outreach.

Tobin Entertainment partners with performing arts centers and other venues all over the United States to bring quality entertainment to the public. Tobin Entertainment LLC currently operates in 70 cities in 29 states nationally.

### **POSITION SUMMARY:**

The Head of Audio is a seasoned production professional with expertise in signal flow, electronic repair, console operation, sound system design, optimization and real time analysis measurement, acoustics and wave theory, inventory management, install, digital and analog audio fundamentals, recording and playback procedures, audio to video sync, mixing front of house and monitors, and live event power. The Head of Audio manages inventory, systems, and structures for audio crew and production. The Head of Audio will support the production department in identifying, developing, and implementing systems and workflows to maintain a safe and highly efficient operation in our fast-paced performing arts center.

Reporting to the Technical Director, the Head of Audio will have significant maintenance, design, documentation, labor crew management, strategy, and implementation responsibilities, including show need coordination, communication with tours and clients on site or in advance, equipment install or repair schedules, and assisting other production department heads in ongoing projects. The Head of Audio is also considered a House Head. Experienced in production, in particular theater and concert events, the ideal candidate is passionate about the arts in San Antonio and the technical development of our venues. A Bachelor's degree or equivalent experience preferred. Candidate must be able to successfully interact and communicate with clients and crews on site. Must always maintain a professional demeanor. Properly deploy, operate, and strike audio, video, lighting, and staging equipment safely. Working at heights of 110' in various rigging apparatus is required. As this position involves the running of shows, the employee will work mostly evening and weekend hours, and may potentially work over 40 hours per week when needed. Hours are subject to change with show needs, making a firm understanding of the production work environment and flexibility highly necessary. The Head of Audio's duties extend to all assignments made by the Technical Director, and Assistant Technical Director.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Maintain and document all audio equipment inventory.
- Maintain and document all audio equipment repair and services.
- Manage all recorded audio materials (VOG playbacks, etc.).
- Maintain a digital archive of show files, drive rack files, and DSP system files.
- Design and implement new sound systems when needed. Including CAD based drawings, documented deployment process, and system tuning.
- Proactively seek equipment usage conflicts between events and resolve them to create the most efficient operation of the audio department.
- Lead all labor crew as the House Head and Tobin representative while on site.
- Maintain all software and online accounts in the Audio department.
- Support Production department staff in ongoing projects and theater usage.
- General theater maintenance across all production departments.
- Operate audio consoles as a FOH or Monitor engineer for any scale of event.
- Serve as system technician for House and Touring sound systems for any scale of event.
- Technical support for touring and IATSE audio crews.
- Proactively seek the betterment and advancement of the audio department and production as a whole. It is our goal to be on the leading edge of technical production.
- Train onboarding IATSE audio engineers in the proper usage and function of our audio systems and facility.
- Support the TD and ATD in the advancement of shows as necessary.
- Performs other duties as required.

## **QUALIFICATIONS:**

- Must have a bachelor's degree with a minimum five years of proven experience in live event audio engineering, or equivalent working experience.
- Excellent organizational skills and high attention to detail.
- Prior experience working in a performing arts facility highly desirable.
- Strong persuasive writing and budgetary skills.
- Experience with the analysis, synthesis, and clear communication of information in writing for technical data.
- Demonstrated record of success in FOH or monitor mixing, broadcast, studio, install, or system design and optimization.
- Highly motivated self-starter, hard worker with a high energy level; a “doer” with a willingness to work hands-on in developing and executing a variety of production activities.
- A visionary and strategic thinker with a designer's approach to production.
- Ability to initiate and build relationships with vendors to support the audio department's needs.
- Possess high standards of integrity, credibility, and reliability to articulate the needs, opportunities, and aspirations of the Tobin with clarity and enthusiasm.
- Possess ability to work on multiple projects simultaneously, set priorities, and meet short deadlines with limited supervision.

- Experience with database management and other advanced technology platforms.
- Demonstrated knowledge of practices, and procedures for obtaining information about the current audio technologies and methods.
- Ability to maintain a high level of professionalism when leading labor crews and interacting with clients on site.

### **Performance Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- **Ear Training/Critical Listening** – Must be able to identify, within a reasonable degree, various frequency bandwidths, volume dynamics in decibels, and a musical relationship between the two.
- **Meyer Sound Labs** – Must be knowledgeable on M Series, Concert Series, Ultra Series, and JM Series speaker enclosures. Must be familiar with Galileo and Galaxy DSP processors and the concepts of their software. MAPP XT and 3D CAD based software competency for system design is highly preferred.
- **DigiCo** – Must be knowledgeable on SD series and S series digital consoles, as well as SD-Racks and modules, and D-Rack stage boxes. Must be able to do general maintenance such as firmware updates, diagnostics, fader and card replacements and repairs.
- **Waves** – Must be knowledgeable in waves plugin software bundles, MultiRack, SuperRack, and their physical connectivity between DigiCo hardware.
- **Site Wide DSP** – Competent in DSP processors and matrices such as Dante, Symmetrix, Crestron, or similar devices and their associated software.
- **Communication Systems** – Competent in deployment, function, and operation of Clear Com hardwired party line systems, FreeSpeak wireless systems, and the integration of the two with 3<sup>rd</sup> party systems.
- **Wireless Audio** – Competent in frequency coordination, radio traffic, and proper deployment of RF systems.
- **Acoustic Analysis** – Knowledgeable in real time analyzers such as Rational Acoustics Smaart, SATLive, Room EQ Wizard, and various other software tools. Strong understanding of transfer functions, timing, and general wave theory.
- **AV Install Component** – Must be versed in various install techniques for racks and structurally mounted cable looms, hardware devices, and speaker elements for a clean, functional, and professional design. Must also be competent in all general production cabling terminations (XLR/DMX 3-5 pin, Cat5-6, TRS, Edison, L6, Powercon, NL4/8, ect.). Soldering skills are highly preferred.
- **Shop Tools** - Must be comfortable with general shop tools including but not limited to hand tools, power tools, saws, and blades.
- **Leadership** – Consistently accomplishes the expected objectives and takes on extra tasks or projects as necessary. Maintains a positive, achievement-oriented attitude and influences others to do the same. Takes initiative with and is proactive in approach to accomplishing tasks. Ability to make decisions and take actions consistent with organizational goals.
- **Initiative** – Level of interest in role development, degree of motivation, and willingness to improve performance and increase job knowledge.
- **Judgment** – Uses discretion in making decisions within the scope of their job. Refers decisions beyond this scope to supervisor.

- **Communication Skills** – Includes the ability to express ideas effectively whether face-to-face or in writing in both individual and group situations. Communications are conveyed in a clear and concise manner to the audience. Adjusting tone and terminology to the needs of the audience. Openly exchanges information in a timely manner. Knows who to keep informed.
- **Planning and Organization** – Ability to schedule workload, set priorities and manage time to complete assignments and fulfill responsibilities.
- **Management of Resources** – Ability to use time, technology, and people as efficiently and effectively as possible. Makes suggestions to improve the resources that pertain to incumbent job responsibilities.
- **Customer Focus** – Interaction with internal and external customers. Requires putting yourself in the customer's place, anticipating and meeting needs quickly and accurately. It also means following up and monitoring situation to be sure the customer is satisfied.
- **Teamwork** – Ability to interact and develop relationships with co-workers, give and receive constructive input, contribute ideas and viewpoints, adapt to changing circumstances and expectations and commitment to understand and remedy interpersonal conflicts.
- **Work Habits** – Demonstrates commitment, dedication, cooperation, positive behavior, adaptability, and flexibility with changes in jobs and duties. Being able to anticipate change and bring about changes when they are needed with proper professionalism.
- **Creativity** – Uses unique approaches and inventiveness. Seeks new alternatives and ideas. Takes appropriate action, and is efficient, resourceful, and creative in attaining position objectives. Ability to be self-directed.
- **Business & Organization Knowledge** – Having knowledge of The Tobin's business involves understanding our industry and how the incumbent's position and knowledge plays an important role in the success of the organization. It also includes the ability to acquire new knowledge of our industry and using this information to get things done.

### **Work Environment and Physical / Mental Activities:**

- Indoor and outdoor staged events and working areas. Live entertainment working hours including but not limited to evenings, weekends, and holidays. Exposure to computer screens.
- Ability to operate assigned office equipment and to adhere to all safety guidelines.
- Standing, walking, sitting for prolonged periods of time; reaching, stooping, bending, kneeling, navigating stairs, climbing ladders, hand and finger dexterity, clear speech, hearing / listening.
- Clarity of vision with the ability to bring objects into sharp focus; color perception.
- Intense concentration over extended periods of time that can include frequent interruptions for questions and advice. Stress associated with competing priorities and time deadlines is occasionally an element of this position which must be recognized and successfully managed.
- Ability to lift up to 50 pounds.
- Ability to maintain confidentiality and discretion.

**Machines, Tools, Equipment and Work Aids:** Representative but not all inclusive of those commonly associated with this position are computer, printer, copier, hand radio, and telephone.

*Communication:*

**An Application for Employment must be filled out in order to be considered for employment. The Tobin Center Application may be found at [www.tobincenter.org](http://www.tobincenter.org) under the “About” tab. Please send an availability schedule and resume in addition to your application.**

Mail Application to The Tobin Center Administrative Offices at:

115 Auditorium Circle  
San Antonio, TX 78205  
*Attn: LuAnn Stidham*

Or email to: [LuAnn.Stidham@tobincenter.org](mailto:LuAnn.Stidham@tobincenter.org)