

Job Description – Production Technical Coordinator

Program: Aeolian Hall Musical Arts Association

Campus: Aeolian Hall

THE MISSION

Spreading Music. Changing Lives.

Aeolian Hall believes that the arts can enlighten, inspire and transform. We believe in universal access to music, art, culture, education and community. We believe that volunteerism is the highest form of giving back to community.

We present excellence in performance and create revolutionary arts programs to build better communities. To do this, we are brave, rebellious, justice seeking and innovative.

THE VISION

Music everywhere, everyone.

In our future world everyone has the highest value for music, art, culture, education and community. The Aeolian becomes a leader inspiring people to connect to their creative abilities.

THE ROLE

This role is a full-time, one-year internship. The Aeolian prides itself in being an organization with opportunities to learn and teach. Although we want to give as many candidates as possible the opportunity to experience this position, there may be an opportunity to extend this contract dependent on budgetary discretion, competition for the role and the candidate's performance. Candidates eligible for the Canada Student Summer Jobs Program will be considered. Job sharing will be considered. Like any role in music production, this position may require long periods where regular overtime is required.

As with all management level roles, overtime will not be paid, nor may it be banked or used for vacation days. Every effort will be made to accommodate time-off for work-life balance needs when possible. This is not a 9 to 5 job. Theatre hours vary and can include early morning hours, late evening shifts well past midnight and some days: both. Details on this and all staff policies are provided in the Policy of Staffing at Aeolian Hall and can be provided on request.

The Aeolian Hall is a centre of music, education, and training excellence. Qualified candidates should demonstrate a passion for this type of work and an aptitude for a cross section of the required skills. Internships at the Aeolian are intended to be informative and support individual growth. As such, candidates will have the opportunity to learn and train while on the job.

The mandate of this position is to coordinate the technical functions support the operating systems required by Aeolian Hall to maintain high quality, state of the art sound, light and video experiences for our clients: in-person patrons, virtual patrons, rental clients and recording studio clients and operationalize the subsequent vision of the Executive & Artistic Director. The role has three core objectives:

1. Support the day-to-day operation of Aeolian Productions including meeting with recording clients to discuss the scope and costing of audio and video recording projects; meeting with artists and their management team to discuss technical riders and backline.
2. Support the production team (sound and light, videography) at Aeolian Productions, Recordings and Rentals and be able to function with the sound board, light board and audio/video recording studio board as required including video switching, output, editing and rendering to specification.
3. Support the day-to-day production needs of Aeolian Hall and all programs through the development of assets (photos and videos), for marketing tools, and website, pre- and post- production video projects, in-house marketing tools (repeating video on house televisions).

ACCOUNTABILITY: SOUND ENGINEERING

- Sound engineers are deft around sensitive audio equipment and experts in using them to produce quality sound. The incumbent is expected to be knowledgeable about different audio recording and editing techniques and best practices, including but not limited to:
 - Follow instructions and details from artists and their management as well as clients.
 - Set up and test sound equipment before events, broadcasts or recordings.
 - Record, edit and mix audio tracks (instruments, vocals etc.).
 - Enhance sound quality and add sound effects to recordings.
 - Work with video editors to synchronize video with audio tracks.
 - Play backing tracks and special effects during live events.
 - Collaborate with lighting, camera and other people.
 - Create and maintain sound libraries.
 - Resolve technical issues when they arise.
- Setting up, and installing media equipment and audiovisual support tools, including speakers, monitors, cameras, and equipment racks.
- Setting up and performing electrical wiring, programming, and basic construction according to layout diagrams and schedules.
- Developing good relationships with clients to keep production moving and to help out production or event coordinators.
- Running tests on videos, audio, and signals and troubleshooting any problems that arise.
- Meeting clients' standards by handling equipment malfunctions and executing a flawless event.
- Disassembling equipment, wiring, and support tools in a safe manner.

- Performing inventory management on equipment, wiring, and accessories.
- Carrying out any cleaning, maintenance, or repairs on audiovisual equipment, microphones, etc.

ACCOUNTABILITY: LIGHTING

- Prepare, rig, operate and maintain stage lighting systems and electrical effects. Produce the lighting effects seen in live productions.
- Interpreting a lighting designer's plan.
- Rigging, focusing, and operating necessary lighting equipment.
- Programming consoles and loading automated colour change systems before a show.
- Taking cues from the artist or their team, Production Technical Coordinator or the Sound Engineer/Technician
- Operating manual and computer-controlled lighting systems during a show.
- Maintaining the lighting equipment in good safe working condition.
- Taking on frontline electrical maintenance duties when needed
- Operating within current health and safety regulations to ensure a safe environment.
- Keeping abreast of the advances in technologies and techniques in the industry.

ACCOUNTABILITY: VIDEO & RECORDING

- Operates video cameras, on location or in the studio, in the production of professional pre-recorded programming.
- Designs, transports, sets up, and operates production equipment, including audio and lighting equipment, for field and studio productions.
- Computer edits video segments on a variety of tape and digital formats during and after production.
- Completes trouble and preventive maintenance reports on video and audio production equipment; assists in repair and upkeep of studio and production sets and properties.

ACCOUNTABILITY: CORE REQUIREMENTS

- Be idea friendly. Accept change. Promote new concepts. Balance demonstrating leadership and taking direction as needed.
- Review technical riders and communicate with artists, agents and artist management in support of production development or recording requirements.
- Complete environmental scans related to potential recording clients.
- Gather resources and information needed to ensure evolution of technical assets.
- Support stage logistics and production execution.
- Provide feedback to management, re: productions, agents, renters, etc.
- Support the development and maintenance of photo and video archives of events.
- Support load-in and the logistical needs of the entire technical team before, during and after a production or recording.

- Supervise post-production editing and product delivery.

THE IDEAL CANDIDATE

- Dependable, with excellent interpersonal and customer service skills
- Passion and commitment for music education as an instrument for social justice. Highly motivated, with experience working independently as well as in a collaborative environment.
- Bright, innovative, open minded
- Self-motivated
- Organized, adaptable
- Professional in manner and appearance
- Minimum three years direct work experience in a production capacity or within the non-profit arts sector
- Strong copywriting skills
- Project management, prioritization, multi-tasking and time-management skills
- Experience in managing budgets, including monitoring expenditures and maximizing outcomes with limited resources
- Strong statistical and analytical skills
- Relationship-management skills, including the ability to work closely and collaboratively with a wide range of stakeholders, and in a small office environment
- Ability to work time-on-task, meeting deadlines, often with little supervision.

ACCOMMODATIONS

Aeolian Hall will do its best to provide an interview and employment accommodation if we are advised of an applicant's need in advance of any selection process.