The Citadel Theatre in Edmonton, Alberta is looking for a highly-organized team player who thrives in a fast-paced environment to join our Production team as **Assistant Head of Audio**. This is a seasonal position starting January 17th, 2022. End and restart dates are dependent on our season and will be discussed in interview.

The Citadel is a very active, not-for-profit theatre producing a season which usually includes a Mainstage series of six plays, a House Series, our seasonal production of A Christmas Carol, a summer musical and, assorted other projects as they arise from season to season. We support a vibrant theatre school and an active new play development program. Our facilities are available for rental by other arts organizations and community groups.

**The Citadel complex includes:**

* The Shoctor Theatre - a proscenium stage with 686 seats
* The Maclab Theatre – a thrust stage with 685 seats
* The Rice Theatre – a 155 seat cabaret-style theatre
* The Tucker Amphitheatre – an open-air multi-functional area which seats 150
* Zeidler Hall – a 220 seat theatre suitable for films and lectures
* The Lee Pavilion - a beautiful indoor garden.

**Function/Role:**

The **Assistant Head of Audio** reports to the Head of Audio, Director of Production (DP) and Technical Director (TD) in ensuring high quality production values for all Citadel productions and rental events. They are responsible for assisting in the safe and effective operation of the Audio/Video department; the organization, installation, operation and maintenance of all Audio and Video equipment, within the Citadel, related to the Citadel’s presentation of productions in all our spaces and on tours as well as other events, while making appropriate, effective and safe use of our facilities and human and financial resources. The Assistant Head of Audio must be ready to take a proactive leadership role in creating a respectful and positive workplace where all of our stakeholders are excited, connected and invested in the work of the theatre.

**Responsibilities:**

Ensure the organization and maintenance of all audio and video equipment and ensure these spaces are operated and maintained in a safe, organized manner. Ensure the inspection of all audio and video equipment brought in for use and prohibit the use of any equipment deemed to be potentially hazardous and inform the DP and TD.

* Assist to create and maintain accessible paperwork and archive of all plans of Audio designs/elements for each production.
* Assist in the development of estimates, costings, budgets and schedules in writing and be responsible and accountable for expenditures in budget accounts as assigned by the DP and TD, and the confidentiality of personnel and financial information, in conjunction with other related Departments.
* Cooperate with Head of Audio and related Departments on the set-up and running of all shows.
* Assist Head of Audio to follow lighting design and perform drafting functions when required; prep lighting plot and order equipment as required. Cooperate fully with the designer(s) in the realization of their designs, but such cooperation shall not supersede the directions of the DP or TD.
* Advise Head of Audio, DP and TD of any service required of Audio/Video equipment.
* Assist in research and recommend acquisition or improvement of Audio/Video equipment
* In consultation with Head of Audio, the DP and TD determine methods, materials and any special training to be used or needed.
* Assist to oversee the storage of all audio equipment, maintaining the efficient organization and cleanliness of the Audio department, its office and related areas.
* Assist to create and maintain an accessible archive of all plans of audio elements for each production
* Maintain updated lists of stock inventory
* Program and operate computerized audio controls; run shows as assigned
* Effectively manage assigned crews with Head of Audio
* Build and maintain positive personnel relationships and navigate conflict resolution
* Assist the supervision of all activities related to set-ups, operation and strikes of Audio equipment and customized components and shall be responsible for the operation of all the audio systems in the Citadel.
* Ensuring compliance with all relevant legislation, licensing, certificates, safety requirements, IATSE agreement and company policies
* Attend meetings and rehearsals as required
* Collaborate and work with other Departments on all cross-over projects; and in the loading and unloading of equipment and production elements related to Audio/Video department
* Report anticipated problems immediately to Management
* Complete all administrative paperwork as required (e.g. fall arrest safety plans, incident reports, etc)
* Have and keep current all necessary licenses, certificates and training, including First Aid
* Perform production department duties as related to Audio.
* Read and abide by Citadel Theatre policies and procedures.

**Qualifications:**

* A minimum of three years’ experience within a professional theatre environment
* Post-secondary theatre training, working knowledge of theatrical audio and equipment or equivalent experience
* Proficiency of Excel, Word, Vectorworks and assorted audio programs. Working knowledge of CAD is an asset
* Certified with First Aid and Fall arrest
* Strong team leadership and interpersonal skills; able to maintain a calm and professional demeanor under pressure
* Highly organized, able to multi-task, prioritize work and meet deadlines
* Must have a flexible schedule as evening, weekend and overtime work is required
* A positive attitude

**Applicants must be a member in good standing of IATSE or willing to join.**

**This position pays an hourly rate of $27.60 per hour.**

**Qualified applicants are encouraged to email a resume and letter of interest by November 29, 2021 to:**

**Human Resources at** [**humanresources@citadeltheatre.com**](mailto:humanresources@citadeltheatre.com)

*Accommodations for job applicants with disabilities are available upon request.*

*The Citadel Theatre is committed to having our team reflect the community it serves and actively welcome applicants from diverse and equity-seeking backgrounds. The Citadel also endeavors to create and guard a culture of respect and cooperation with all staff, artists, colleagues, volunteers and internal / external parties.*

*Thank you for your interest but only those persons chosen for interviews will be contacted.  No telephone calls please.*