DALLAS THEATER CENTER

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Dallas, Texas 75201

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JOB TITLE: Head of Audio & Video
DEPARTMENT: Production
REPORTS TO: Director of Production
PREPARED DATE: November 4, 2026
CLASSIFICATION: FLSA Salaried, Exempt
SALARY RANGE: $64,500 - $69,500 [level 5]

MISSION STATEMENT

Dallas Theater Center invests in our community by producing plays with resident artists that reflect and illuminate our diverse experiences, spark collaboration and dialogue, and invite engagement in everything we do.

EQUITY, DIVERSITY, AND INCLUSION STATEMENT

ALL ARE WELCOME!

At Dallas Theater Center, we want to be the best place to work and see theater, and to be a positive and transformational force in Dallas and beyond.

We stand up for equity, diversity and inclusion across our company and community. As a leading national theater, we recognize that building an equitable, diverse, and inclusive environment is central to our relevance and sustainability in the community we serve and love.

*For complete statement, please see final page of this posting

POSITION SUMMARY

An active member of Dallas Theater Center's production department, the Head of Audio & Video is responsible for the coordination of staff and equipment resources to execute the audio and projection/video design requirements of all DTC productions and programs. They effectively communicate with and support visiting sound and projection designers, ensuring that high artistic standards are met at all times.

KEY RELATIONSHIPS

- Director of Production
- Production Manager
- Lead Audio Engineer
- Overhire Audio and Video Crews
- Guest Sound Designers
- Guest Projection Designers
- Production Department Heads
- Stage Management Teams
- Kalita Technical Operations Manager

- AT&T Performing Arts Center Technical Staff

ESSENTIAL DUTIES AND RESPONSIBILITIES

- To effectively communicate and work closely with Directors, Sound Designers and Projection Designers to materialize their vision, within financial and scheduling constraints and within available resources.
- To manage and oversee the day to day running and management of the audio department in support of DTC's artistic vision and excellence, and in line with current procedures and DTC policy.
- To lead a full-time audio staff in addition to seasonal and overhire employees, including scheduling of work, approval of departmental payroll, and management of their projects.
- To provide the Director of Production accurate cost estimates of labor and materials required to produce a design as required by the script and then later by the Designer's deliverables.
- To spend and track all department budgets, as well as maintain efficient financial reconciliation with Production Management.
- To attend and participate in full company, departmental, and production meetings; in addition to technical rehearsals and previews for all productions.
- To supervise and actively participate in the installation and running of audio, video, and FOH support equipment and systems during load-in, performances, and strike.
- To monitor and implement industry best practices in safe audio and video rigging and installation.
- Perform work in a manner that is consistent with DTC's Mission, Vision, and Values.
- Be an active participant in DTC's work towards equity, diversity and inclusion and becoming an anti-racist organization.
- Must be available on some nights and weekends, as needed.
- Other duties as needed or assigned.

This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments.

SKILLS AND KNOWLEDGE REQUIREMENTS

- Must have experience in the theory and practice of theatre sound.
- Must have experience with operating and troubleshooting wired and wireless microphones, audio cueing software, DSPs, PAs, foldbacks, delays, and other standard equipment used for theatrical productions.
- Must be able to read and disseminate information from design drawings. Experience with Vectorworks preferred.
- Must have experience in sound and media platforms, including Q-Lab and Watchout.
- Must have knowledge of digital signal processors and speakers for Meyer, d&b audiotechnik, QSC, and EAW.
- Must have experience programming and operating large format digital mixing consoles. Experience with Yamaha and Behringer consoles is preferred. Experience with Yamaha DM7, Yamaha CL5, and Behringer Midas is desired.
- Must have experience with line-by-line mixing and theatrical cueing, including recording fader levels, VCA numbers, and sound cue numbers in a script during tech.
- Must have experience with safe theatrical rigging practices.
- Must have knowledge of standard audio and networking-for-audio cable types and protocols.
- Must be detail oriented with excellent problem-solving skills.
- Must be available to work extended work hours at times, including nights and weekends.
- Must have a valid US Driver's License and be eligible to be covered by company insurance to drive vehicles.

PHYSICAL REQUIREMENTS

- Able to sit, stand, and squat for extended periods of time.
- Able to move 50lbs.
- Comfortable with working at heights.
- Able to work quickly and accurately in a complex and fast-moving environment.

EDUCATION AND EXPERIENCE REQUIRED

- Minimum 3-5 years experience as a Head or Assistant Head of Audio and/or Video at a LORT, Regional, or equivalent theatrical institution.
- Bachelors Degree in Technical Theatre preferred, or an equivalent combination of education and practical experience.

Dallas Theater Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized because of such a request.

HOW TO APPLY

Please submit resume and cover letter via email to **careers@dallastheatercenter.org** with **Head of AV** in the subject line.

ABOUT DALLAS THEATER CENTER

One of the leading regional theaters in the country and the 2017 Regional Theatre Tony Award® Recipient, Dallas Theater Center (DTC) performs to an audience of more than 100,000 North Texas residents annually. Founded in 1959, DTC is now a resident company of the AT&T Performing Arts Center and presents its Mainstage season at the Dee and Charles Wyly Theatre, and at its original home, the Kalita Humphreys Theater. DTC is one of only two theaters in Texas that is a member of the League of Resident Theatres, the largest and most prestigious non-profit professional theater association in the country. DTC produces a six-play subscription series of classics, musicals and new plays and an annual production of *A Christmas Carol*; education programs, including the Award-winning Project Discovery and a significant partnership with Southern Methodist University's Meadows School of the Arts; and many community collaboration efforts with local organizations. In 2017, DTC's Department of Public Works launched a groundbreaking community engagement and participatory theater project designed to deliberately blur the line between professional artists and community members, culminating in an annual pageant featuring over 200 Dallas citizens performing professional production. Throughout its history, DTC has produced many new works, including recent premieres of *penny candy* by Jonathan Norton, *The Supreme Leader* by Don X. Nguyen; *Hood: The Robin Hood Musical Adventure* by Douglas Carter Beane and Lewis Flinn; *Bella: An American Tall Tale* by Kirsten Childs; *Clarkston* by Samuel D. Hunter; *The Fortress of Solitude* by Michael Friedman and Itamar Moses; *Giant* by Michael John LaChiusa and Sybille Pearson, and many more.

As a member of The League of Resident Theaters (LORT), DTC operates under the LORT agreement with Actors' Equity, the Stage Directors and Choreographers Society and United Scenic Artists.

ABOUT THE DALLAS COMMUNITY

Dallas is a richly diverse modern metropolis in north Texas and is a commercial and cultural hub of the region. Over the years it has become a melting pot of cultures, religions and lifestyles. This important convergence of uniqueness and differences is reflected throughout the sights and sounds of the city. Dallas' authentic arts, music, food, places of worship, historic landmarks and urban lifestyle all contribute to the city's makeup. Located in the northeast corner of downtown Dallas, the Dallas Arts District is the largest contiguous urban arts district in the nation, spanning 68 acres and 19 contiguous blocks. This iconic neighborhood has more buildings designed by Pritzker award-winning architects than any location in the world. Dallas Arts District unifies culture and commerce with integrated and exemplary artistic, residential, cultural, educational, recreational, religious and commercial life Downtown's Sixth Floor Museum at Dealey Plaza commemorates the site of President John F. Kennedy's assassination in 1963. In the Arts District, the Dallas Museum of Art and the Crow Collection of Asian Art cover thousands of years of art. The sleek Nasher Sculpture Center showcases contemporary sculpture. The Perot Museum of Nature and Science sparks the imagination through a world of scientific wonders. Performing arts venues based in the Arts District include the AT&T Performing Arts Center, Moody Performance Hall, Meyerson Symphony Center, Winspear Opera House, Montgomery Arts Theater, and the Wyly Theater. These beautiful venues feature the work of such notable Dallas-based performing companies as the Dallas Opera, Dallas Symphony, Titas/Dance Unbound, Dallas Black Dance Theatre and the Dallas Theater Center as well as touring productions from across the nation. Dallas is home to six

professional sports teams including the Dallas Cowboys, Dallas Mavericks, Dallas Stars, Dallas Wings and FC Dallas. It is also host to several major sporting events like the Mexico National Team, college football games, e-sports competitions and more. In addition, the State Fair of Texas which takes place for over three weeks each fall at Fair Park in Dallas is the longest running fair in the nation as well as one of the largest.

EQUITY, DIVERSITY, AND INCLUSION FULL STATEMENT

ALL ARE WELCOME!

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- **EQUITY** means recognizing that not everyone starts at the same place, addressing inequities in access and opportunity, and allowing for full and fair participation.

- **DIVERSITY** means acknowledging and respecting human qualities that are different from our own and outside the groups we are a part of or with which we are associated. These qualities include but are not limited to: ethnicity, race, color, country of origin, sex, gender, gender identity or expression, age, sexual or relationship orientation, family structure, religion, beliefs, political affiliations, experiences and ability differences.

- **INCLUSION** means honoring and accepting the gifts, backgrounds, experiences, and wisdom that every individual brings with them, so that every stakeholder feels valued by Dallas Theater Center. Our stakeholders are staff, artists, board members, donors, audiences, and community members.

We will strive to create a culture of inclusion where individuals can thrive and succeed, are able to participate in and contribute to the progress and success of Dallas Theater Center while growing both professionally and personally.

We recognize and value individual differences, and we acknowledge structural and systemic racism and other access barriers that prevent full and fair participation of people outside the dominant culture and power dynamics. We acknowledge the complexities of becoming a fully inclusive and anti-racist organization, and we accept the challenge to build an organization where full and fair participation is the norm.

We commit to providing fair treatment, access, opportunity, and advancement and to creating space for culturally diverse voices to be heard and power to be shared. Together, we are even better.