Event Manager/Sound Designer

Department: Creative Arts Division
Recruitment #: S1641
Closing Date: Review of applications begins July 5, 2016. Position is open until filled.

This is a part-time (.80 FTE), 11-month, annually renewable, unclassified position in the Creative Arts Division and is represented by the Oregon Public Employees Union/Service Employees International Union. This position exists within both the Department of Theatre/Dance and within a larger context of service to the Creative Arts Division and the university in general. The Department of Theatre/Dance and the Division of Creative Arts both emphasize contemporary practices through a solid foundation of training; creative work, analytical thinking and global awareness are integrated into performance and production.

QUALIFICATIONS
Required Qualifications:
- 3 years of experience in event/facility management or equivalent college theatre experience/education with a focus in this area.
- 3 years of experience in theatrical lighting production/support or equivalent college theatre experience/education with a focus in this area.
- 2 years of experience in theatrical sound design/production/support & live sound reinforcement or equivalent college theatre experience/education with a focus in this area.
- Ability to simultaneously manage multiple tasks and user groups.
- Ability to independently set priorities and manage time so that work is successfully completed.

Preferred Qualifications:
- Bachelor's Degree in technical theatre or related field
- 2 years of experience in Scenic Carpentry
- 2 years Office/Clerical experience
- Successful experience with university/educational theatre

DUTIES AND RESPONSIBILITIES
Event Management
- Assists the Creative Arts Program and Facility Coordinator with the scheduling and coordination of all events in Rice Auditorium and associated facilities.
- Works closely with the Creative Arts Program and Facility Coordinator and all user groups to understand and meet their technical needs.
- Schedule/hire, train and supervise additional crew for all phases of events. Crew may include a mixture of paid students and students working for credit.
- Setup of lighting, sound and other equipment.
- Personally supervise facilities while all user groups and/or audiences are in Rice Auditorium or Rice Studio Theatre. This includes use by the Theatre/Dance department and all other on or off-campus groups.
- After events, restore Rice Auditorium to pre-event condition, including stage lighting and sound.

Sound design and production:
- Design sound or supervise student sound designers for Theatre/Dance productions.
- Set up sound systems for each Theatre/Dance production.
- Train student sound technicians for Theatre/Dance productions.
- Attend production meetings, run-throughs and technical rehearsals as Sound Designer and sound technician supervisor.
Facilities maintenance:
- Maintain equipment associated with Rice Auditorium, including lighting, sound and projection equipment, intercom systems and production-related computers.
- Oversee equipment loans and rentals, insuring that all equipment removed from or brought to Rice Auditorium is returned in a timely manner and that all other stipulated conditions are met.
- Organize and maintain production and storage areas associated with the normal operation of Rice Auditorium.
- Train and supervise students and student employees during the execution of these responsibilities.
- Maintain inventory of consumable items, purchasing as necessary.

Additional program support:
- Assist Technical Director in areas to include carpentry, scenic painting and/or equipment or facilities maintenance.
- Oversee Box Office, House Management and/or Concessions personnel at events in Rice Auditorium or Rice Auditorium Studio in the rare event that the Creative Arts Program and Facility Coordinator is unavailable.
- Design stage lighting for one or more Theatre productions.

Working Conditions:
- Availability to work as needed to manage the facility. This may include evenings, weekends and holidays.
- The position requires the ability lift and move equipment weighing up to 40 lbs, and use a ladder to access elevated theatre spaces.

TO APPLY SUBMIT THE FOLLOWING (PDF preferred):
1) WOU Employment Application form (available at www.wou.edu/prostaffapp)
2) Letter of application that addresses each qualification of the position
3) Resume
4) Contact information for three references

Send to: S1641, Event Manager/Sound Designer, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; OR e-mail to employment@wou.edu; OR fax to: 503-838-8144.

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