

JOB TITLE: Production & Operations Assistant

REPORTS TO: Director of Operations / Artistic Director

TYPE: Full-Time, Non-Exempt

JOB SUMMARY

Under the supervision of the Director of Operations/Artistic Director (DO/AD), and in tandem with the Production Manager (PM), the Production & Operations Associate (POA) ensures that all performances in the Harold & Dorothy Steward Center for Jazz are presented with the highest quality of sound & visual production. Additionally, the POA works with the DO to ensure the facility is maintained in optimal condition. A large majority of the work schedule will be evenings and weekends.

JOB RESPONSIBILITIES

- Assist PM in running lights, sound, and video for all performances & events inside the Harold & Dorothy Steward Center for Jazz, and other events produced by Jazz St. Louis at area venues
- Assist PM with cleaning, maintenance, troubleshooting, and maintaining inventory of on-site equipment & backline
- Clear and set venue stage for all performances/events
- Participate in training to improve skillset
- Assist with editing audio and video
- Assist PM with scheduling artist local ground travel & hotel
- Assist PM with advancing performances
- Maintain building maintenance schedule in cooperation with DO/AD
- Light building maintenance work (hanging items, patch/paint walls, etc...)
- Serve as emcee for performances if needed

APPLICANT CHARACTERISTICS

Problem solver, attention to detail, able to handle vastly different and unique personalities, works well in stressful situations, able to treat others with compassion regardless of social constructs, music lover, able to work in a challenging and constantly changing environment, quick thinker and able to improvise, constantly strives for excellence, always in the pursuit of knowledge.

REQUIREMENTS

1-3 years in audio/video production, preferably with live music production experience. Can specialize in lighting, sound, OR video but **MUST** have enough working knowledge of audio to:

- Set and patch a stage as outlined in stage plot and input list
- Perform basic operation of audio console

Must be readily available on evenings and weekends, and JSL performances will take precedent over other, freelance work. Must have their own reliable form of transportation and a mobile phone.

TO APPLY

JSL hopes to start this applicant on Monday, July 10, 2017. Please send cover letter and resume to careers@jazzstl.org.