

IATSE House Head AV – Job Description

JOB TITLE: House Head A/V

ALTERNATE TITLES:

REPORTS TO: Director of Production, Asst. Production Manager, Technical Director, Video/Projections Designer

JOB TYPE: Hourly, IATSE, Non-exempt

SUPERVISES: IATSE Assistant A/V Crewmembers

GENERAL JOB STATEMENT: The A/V house head is one of the core IATSE departmental heads employed by Music Theatre Wichita (MTWichita) during the summer production season. This person assists MTWichita staff in pre-planning for the season, helps to address any unique show-specific challenges during the season, supervises IATSE assistant A/V crewmembers on calls, fulfills duties typical of an IATSE A/V crewperson on all calls, and works with MTWichita staff consulting on long-term goals.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Availability to consult via phone or email before, during, and after a season to assist in planning and troubleshooting for the season or for specific shows.
- Knowledge of IATSE rules including, but not limited to; rules pertaining to call times, breaks, and span-of-day; timesheet logging and reporting; labor classification as it relates to the Union; Union jurisdiction; etc.
- Knowledge and comfortability with basic theatrical terms, skills, and standards.
- Knowledge, comfortability and/or the willingness and capacity to be trained on advanced theatrical operations including, but not limited to, LED screen assembly and control, video programming software, basic video and image editing, etc.
- Ability to provide direction to assistant A/V crew members on all calls.
- When acting as call steward, the ability to manage all Union personnel on the call and to skillfully communicate concepts, address conflicts, and to enforce all Union and MTWichita rules as identified in the MTWichita-Local 190 Collective Bargaining Agreement as well as MTWichita's Employee Handbook.
- The ability and willingness to perform duties expected of head A/V crewmember on all MTWichita calls to which they are assigned. This includes, but is not limited to; the ability to lift 50 lbs.; the ability to work at height from a personnel lift; the ability to work up to a ten-hour shift on their feet; a knowledge of Century-II's inventory of cable and equipment; familiarity with and/or a willingness to be trained in the operation of video programming software such as QLab, Isadora, Watchout, Green Hippo, etc.; familiarity with and/or a willingness to be trained in the operation of video and image editing software such as Photoshop, InDesign, After Effects, Premier, Final Cut, or any

free, open-source alternative; a working knowledge of video signal networking; a working knowledge of electrical theory; etc.

- Punctuality in arriving to calls and when returning from breaks.
- Maintenance and care of any MTWichita-owned or leased equipment for which they've been given responsibility over.
- Proficiency with the following tools and equipment:
 - General hand tools such as wrenches, ratchets, hammers, saws, etc.
 - Handheld power tools including drills, etc.
- Adherence to all safety directives written out in Union or MTWichita policy as well as any verbal directives given by MTWichita staff in the course of the House Head AV crewmember completing their duties.
- Any additional tasks as requested by the Director of Production or Technical Director.

QUALIFICATIONS AND SKILLS:

- Minimum 5 years' experience in theatrical a/v methodologies and practices.
- Member in good standing of IATSE, or willing to become a member.
- Excellent communication and interpersonal skills.
- Ability to lead and supervise a crew.
- Strong organizational skills.
- Strong practical knowledge of basic and advanced stagecraft.
- Interdisciplinary knowledge of other departments is a plus.
- Advanced knowledge of video and projector setup and practices.