



Production Technician

Organization: Creative Arkansas Community Hub and Exchange

Location: Northwest Arkansas

Direct Supervisors: 214 Facilities & Technical Manager + Director, Film & Media

Status: Full-time

Salary: \$45,000 - \$55,000

Benefits: full benefits

Background

CACHE's mission is to work with creatives, communities, and organizations to empower a more inspiring, inclusive, and equitable Northwest Arkansas, with a focus on emerging, underrepresented, and underinvested pockets of creativity. CACHE's work provides resources to artists and artist communities to democratize access to the arts and increase avenues for financial security for artists, creatives and creative industry workers. CACHE focuses on infrastructure development, arts engagement and participation, grantmaking, data collection, advocacy and policy, and capacity building for the full Northwest Arkansas cultural sector, to create conditions favorable for local arts innovation. In addition, CACHE supports the elevation of Northwest Arkansas as a premier destination for the arts, with the goal of encouraging additional public support, cultural tourism, economic development and diversity, equity, inclusion, accessibility, belonging (DEIAB) best practices.

Project Background

214 is the working name of a CACHE-led project to develop a creative hub to serve as Springdale and Northwest Arkansas' flagship destination for artist development, creative production, and public engagement. Housed in the former Arts Center of the Ozarks building, in downtown Springdale, 214 holds the opportunity to be ahead of its time in reinventing the modern era's arts center. This 25,000 square foot performing and visual arts center represents an opportunity to expand equity, inclusion, and expression across all artistic disciplines and Northwest Arkansas communities. Serving as a rejuvenated center for Springdale and the entire region, a reinvention of the space will aid in the discovery and development of local creative talent and economies and attract energy and investment from afar.

Just one year into this project, CACHE has built a framework for managing the space in its existing form, forming advisory and leadership bodies to oversee strategic direction, and actively building community partnerships while hosting over 34 events in 11 months. In 2022, CACHE plans to lead a micro-grant program to support artists and organizations across all disciplines to research and develop projects, ultimately activating the space with over 40 events.

Simultaneously, in 2022 and beyond, the 214 team will solidify plans for building improvements, long-term operating models, financial plans, space name and branding, as well as entering into long-term partnerships.

Summary of the Position

The AVL technician will set up and operate media equipment for live events while ensuring optimum audience experience. As an AVL technician, they will be responsible for organizing and installing media equipment such as projectors, microphones, video monitors, and sound boards. They may also be required to alter the venue layout to enhance acoustics. To ensure



success as an AV technician, they should have advanced knowledge of audio and video equipment, experience with lighting and filming techniques, stage and general rigging, and excellent troubleshooting skills while simultaneously working with a diverse group of incoming event producers at various skill levels. Ultimately, a top-notch AV technician should be able to create superb audio and visual effects to enhance any live experience. The Production Technician will also work alongside the Media Hub rental program to assist with rentals and public events.

Responsibilities/tasks:

- Meeting with event coordinators to discuss audio, lighting, and video requirements
- Altering venue arrangements according to layout diagrams
- Laying electrical and sound cables
- Setting up and installing microphones, lights, video monitors, projectors, speakers, and video cameras
- Conducting sound, visual, and performance quality checks on AV equipment
- Inspecting mountings and electrical equipment to ensure they conform to health and safety regulations
- Operating sound and visual equipment during live events
- Troubleshooting equipment and ensuring events run smoothly
- Maintaining strong ongoing customer relations both virtually and in person
- Disassembling audio and visual equipment and packing up after events
- Being primary person-of-contact for equipment rentals through the Media Hub working directly with Equipment Lending Library Coordinator
 - Prepare rental orders for customers
 - Handle outgoing/incoming rental orders
 - Conduct thorough second check through of equipment (for incoming orders), to determine customer eligibility for security deposit refund
- Conduct regular equipment maintenance
- Being present for any Media Hub members who reserve Computer Lab time
- Assist in new Media Hub member onboarding including orientations, data input, correspondence, etc.

Qualifications

We recognize that people's lived experiences and motivations for entering the arts sector vary greatly. Given this, we are open to a wide range of experiences and educational backgrounds.

- Bachelor's degree in sound engineering or a similar field preferred
- 2+ years experience working as an audio, visual, and lighting technician
- In-depth knowledge of sound, video, and lighting equipment
- The ability to lift heavy equipment
- Observe all safety practices and policies

A successful candidate would likely also:

Share CACHE's values of creativity, beginner's mindset, diversity and collaboration, integrity with humility and a passion for empowering artists and creative communities

- Value being a team player with a sense of collaboration and a commitment to teamwork
- Treat other people with respect and resolve issues in a way that preserves and strengthens relationships



- Engage comfortably in growth roles and delegation
- Prioritize practical solutions-based thinking

Prioritize processes and results mutually, focusing on relationship building, listening and co-creation

- Respect partners of all types uniformly and view partners as peers
- Integrate listening and findings into decisions
- Build partnerships in service to alignment, sometimes with unexpected allies

Practice detail orientation and system thinking

- Collect and streamline data for access and application

Communicate well: in person, via phone, and through written communication

Be technology savvy: highly skilled with Word, Powerpoint, Excel and can learn other programs - Submittable, Google Workspace, Monday - readily

Be committed: Continual growth through ongoing professional development

Work Environment

Team 214 is a fast paced, artist-led environment. We believe in open communication and expect team members to support one another through a sense of camaraderie and empowerment. We believe in maintaining a positive, relaxed atmosphere with frequent pauses for music and outdoor wanderings. Noise levels in the work environment are usually moderate to sometimes high depending on the events. We're dedicated to making any reasonable accommodations to enable individuals with disabilities to perform essential work functions. CACHE is committed to creating an environment in which the individual differences and contributions of all team members are recognized and valued in a space that promotes dignity and respect for every employee.

Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand and sit for extended periods; Lift and move event materials or theatrical equipment weighing up to 50 lbs. Work regularly requires walking, bending and climbing; approximately 50% of performance facility is reachable only by stairs or ladder. Employee must have the ability to identify and troubleshoot visual and auditory difficulties occurring during events/productions. Some work may be completed in low light areas and/or areas of restricted access. Position occasionally requires work in areas where hazardous materials (e.g. spray paint or cleansers) are present.

How to Apply

Please email one PDF titled with your full name that includes your **cover letter, resume, and three professional references** (including relationship to applicant, years known, title and employer, and preferred contact information) to the CACHE team: team@cachecreate.org.