

**DUTIES AND RESPONSIBILITIES / AUDIOVISUAL ENGINEER**

The AudioVisual Engineer (AVE) is responsible for serving as the contact person for all Audiovisual and Video/Projection related requirements on a specific production. S/he is responsible for the inventory, maintenance and storage of new and existing audiovisual equipment during his/her assignment.

The AudioVisual Engineer:

- Reports to Gordon Rice
- Works closely with Production Sound and Video Designer and the Asst. Technical Director
- Works closely with Stage Management and trains the Board Ops
- Part of Plays in Performance (ENG 292/3/4/5) or Technical (or Advanced Technical) Theatre (ENG 170/1 or 270/1) or as an Internship/Independent Study (ENG 391 or 394)
- Must attend all preparatory sessions, introductory & follow-up sessions
- Must attend Production Meetings

The AudioVisual Engineer:

1. Will ensure that the audiovisual inventory is accurate and up to date at the start of the production process.
2. Provides all necessary paperwork, plots, budgets, inventory and all other tech specs to the Sound and Video Designers.
3. Will provide and review all paperwork, plots and tech requirements received *from* the Sound and/or Video Designer with the Todd Theatre Production Manager and Asst. Technical Director.
4. Will be responsible for the training and documentation of the AudioVisual crew in the safe and efficient use of the AV equipment and tools for Todd Theatre. This includes the safe and efficient use of ladders, scaffolds, amps, speakers, mic's, cameras, projectors, monitors, consoles, tools, and cables.
5. Will be present and supervise all Hangs, Sound Checks and Strike sessions for the production.
6. is responsible for the daily modifications, troubleshooting and repair of the audiovisual requirements and equipment during the entire production process.
7. Will be responsible for the set-up (prior to the first Tech Rehearsal), testing, and maintenance of the headset, intercom, and monitor systems for the production.
8. Will provide and set up any audiovisual or video equipment needed during the rehearsal process, as needed.
9. Will (with approval from the Production Manager) be responsible for the purchasing and rental of any additional equipment that may be necessary for the production. This includes the pick-up and return/storage of the equipment.
10. Will be responsible for supervising a safe and efficient Strike of all audiovisual equipment, and ensure that the Theatre and Storage areas are returned to a clean and organized condition following the production.
11. Will update the audiovisual inventory at the end of each production.