Assistant Technical Director/House Sound Engineer (full-time)
Reports to: Technical & Facilities Director

As a multidisciplinary nonprofit cultural arts facility that is recognized as a cultural anchor in the Greater Milwaukee community, it is the mission of the Sharon Lynne Wilson Center for the Arts to serve as the catalyst for lifelong discovery and exploration of the arts. This mission is realized when we provide audiences of all ages with opportunities to play through engagement, connect with the artist and each other, explore new art forms, dream through artistic expression, and have experiences that inspire and transform. Situated in a beautiful 400-acre park in Brookfield, Wisconsin, the Wilson Center focuses on three main disciplines: Performing Arts, Arts Education, and Visual Arts, while celebrating our five core values of excellence, innovation, passion, stewardship, and collaboration. Since opening in 2002, the Wilson Center has grown to annually welcome more than 55,000 people, including more than 10,000 students—many of whom are being introduced to the arts for the first time.

Through arts education programs such as Beyond the Classroom, ArtsReach, Arts Camp: The Art of Nature, and year-round visual art classes and art exhibitions, as well as an annual international multi-genre guitar competition and festival, the Wilson Center promotes lifelong learning for students of all ages and levels of artistic abilities. Through the vibrant outdoor artistic landscape of our Lynn Chappy ArtsPark, the Wilson Center joins nature and art in ways that are designed to educate and inspire our shared community. Through intimate, vibrant, and eclectic performances featuring such renowned artists as Branford Marsalis, Audra McDonald, Pilobolus, Hilary Hahn, Suzanne Vega, Leo Kottke, Alonzo King Lines Ballet, Venice Baroque Orchestra, Yamato, Al DiMeola, Kronos Quartet, Roseanne Cash, and many others, the Wilson Center shares with audiences of all ages the endless possibilities of imagination and artistic invention.

The Wilson Center is currently seeking a full-time Assistant Technical Director/House Sound Engineer to assist with scheduling and management of the part-time technical crew; oversee elementary, middle, and high school events; verify safety of sets; assist with all technical operations including performances, events, and facilities; and serve as the technical point-of-contact for rental clients.

Key Responsibilities:

Technical

- Act as house sound engineer for all performance spaces
- Engineer and operate sound equipment for presented shows as necessary
- Provide other technical support for all events occurring at the Wilson Center as needed
- Assist in the maintenance of technical equipment, including rigging and machinery, sound and lighting equipment
- Maintain safe and efficient working environment

Management

- Help generate quotes and invoices for all rental events
- Hire, schedule, train and oversee technical crew as needed
- Assist with layout, security, operation, and liability of all production spaces
- Assist in budget projections for maintenance options and new equipment
**Communication**
- Work closely with other staff members, visiting tour managers and crews, tenants and other clients to plan and execute performances and events with regard to technical needs
- Attend weekly operations meetings, staff meetings, and other meetings as necessary
- Supervise part-time members of the production team
- Act as technical liaison for events occurring at the Wilson Center when the Technical Director is not present
- Communicate technical solutions to questions or problems

**Facility**
- Assist with maintenance of building such as painting, changing light bulbs, snow shoveling, etc.
- Facilitate and participate in room set-ups/strikes
- Maintain all backstage areas and equipment
- Other duties as assigned

**Special Event and Festivals**
- Big Event (First weekend in June)
- Starry Nights (Fridays, July through August)
- Guitar Festival (Second week of August)

**Education and Experience:**
- Bachelor’s Degree in Audio Engineering or Technical Theater preferred, or equivalent job experience
- Demonstrated knowledge in audio setup and digital/analog board operation
- Working knowledge in theatrical lighting, and rigging technology and maintenance
- Knowledge of safe scenic construction and handling procedures for equipment, hand and power tools, and materials
- Project and facility management experience is a plus
- Computer proficiency in Microsoft Windows & Office programs mandatory, literacy in VectorWorks and AutoCAD also desirable
- Proven ability to motivate, manage, and coordinate staff members of varying skill levels
- Exceptional communication, teaching, and interpersonal skills
- Strong ability to collaborate with and act as a mentor for elementary through college-age students
- Calm and patient demeanor with the ability to work under pressure
- Nights, weekends, and engagement in Big Event, Starry Nights, and Guitar Festival are required as is hands-on work

This job is a non-union, full-time position. Salary will be commensurate with qualification and experience and is competitive with prevailing compensation for similar positions within the nonprofit performing arts industry. Includes an excellent benefits package, paid time off, and flexible schedule per required performance schedules.

**To Apply:**
Send cover letter, resume, and three references to Katrina Smith at ksmith@wilson-center.com with the subject line Wilson Center Assistant Technical Director. Please include how you heard about the position in your cover letter. This position is open until filled. No phone calls, please.

The Wilson Center is an equal opportunity employer and believes in equal opportunity for all employees and applicants. Accordingly, all employment decisions are based on the principles of equal opportunity. These decisions include recruitment, selection, promotion, transfer, discipline, compensation, benefits, training and other personnel actions involving persons in all job titles and shall occur without regard to race, creed, color, religion, sex, age, ancestry, national origin, disability, military service, sexual orientation, or marital status.