



## 2024 Oklahoma Summer Arts Institute Audio/Visual Technician Job Description

**LOCATION:** Quartz Mountain State Park & Lodge, Lone Wolf, OK (QM)

**EMPLOYMENT DATES:** Arrive no later than June 5, 2024 and depart no earlier than June 23, 2024.

**COMPENSATION:** \$3,000, though OAI may consider slightly higher compensation for a candidate with exceptional experience.

**THE OKLAHOMA ARTS INSTITUTE:** The Oklahoma Arts Institute (OAI) is Oklahoma's Official School of the Arts, a private, nonprofit organization with a mission to provide exceptional multidisciplinary arts experiences that develop individual talent and inspire a lifelong passion for the arts. Since 1977, OAI has recruited nationally renowned artists to teach a fine arts program for talented Oklahoma youth (Oklahoma Summer Arts Institute) and a series of continuing education workshops for adults (Oklahoma Fall Arts Institute). For more information, visit [www.oaiquartz.org](http://www.oaiquartz.org).

**STATEMENT OF NON-DISCRIMINATION:** OAI is committed to maintaining employment, recruitment, hiring, and educational settings that are culturally, racially and ethnically non-discriminatory and all-inclusive. OAI does not discriminate, or permit discrimination, against any person employed by, applying for, attending or associated with OAI's programs based on the person's race, color, age, religion, political beliefs, national origin, disability, familial status, sex, sexual orientation, gender identity, or gender expression.

**JOB OVERVIEW:** The Audio/Visual Technician (AVT) is responsible for the setup, running, and breakdown of all audio/visual equipment necessary for each performance, lecture, and presentation during the 2024 Oklahoma Summer Arts Institute (OSAI). As a member of the technical theatre crew, the AVT also participates in the physical setup and breakdown of all spaces at the Quartz Mountain State Park & Lodge (QM) used for OSAI. The AVT reports directly to the technical director and site director and will work closely with members of the Oklahoma Arts Institute staff to ensure the successful functioning of OSAI.

**PHYSICAL DEMANDS / WORKING CONDITIONS:** Must hold valid driver's license. Must be able to lift and carry up to 30 pounds. Work conditions can be extremely physically demanding and will require long hours.

**QUALIFICATIONS:** Must be at least 21 years of age. Bachelor's degree preferred. Must be able to spend at least 18 days at QM (June 5-23, 2024). Must have extensive technical experience with audio/visual equipment (e.g., projectors, TVs, microphones, speakers, analog soundboards, audio recording devices).

**COMMUNICATION:** The AVT communicates with faculty and counselor liaisons to determine A/V needs for performance spaces. The AVT participates in daily morning meetings with the technical theatre crew. Communication skills and attention to detail necessary. Must be tactful and courteous in communicating with faculty and staff.

**PERFORMANCES & PRESENTATIONS:** Members of the technical theatre crew will facilitate various types of events during OSAI. Faculty artists in each discipline will showcase their work in evening presentations, which may include lectures, demonstrations, or concerts. Orchestra and chorus students will present a concert on the middle Saturday of OSAI for VIP Day. All students will present a culmination of their work at OSAI during OnStage weekend which includes a gallery opening, film screening, poetry reading, acting and dance performances, and chorus and orchestra concerts.

**RESPONSIBILITIES:** The AVT determines and oversees A/V equipment for each event, performance, or presentation including, but not limited to, arranging for the necessary audio equipment, setting up, checking, and operating all microphones and projectors, monitoring audio quality during each performance, disassembling the audio equipment and accessories after each performance is over, and ensuring secure storage of equipment following each performance. The AVT also works closely with the recording engineer to ensure the archiving of all performances, lectures, and demonstrations. If there are questions or problems with A/V equipment, the AVT must be able to troubleshoot, identify appropriate solutions, and report all damages to technical director and site director in a timely manner.

**Send résumé to Emily Claudé, Vice President & Director of Programs:  
eclaude@oaiquartz.org**