

**WASHINGTON NATIONAL CATHEDRAL**  
**Position Description**

<b>Position Title:</b>  <b>Assistant Technical Director/Audio - Video Engineer</b>	<b>Status:</b> <b>Full-time</b>
<b>Department:</b> <b>Office of Event Management</b>	<b>Not Overtime Eligible</b>
<b>Written by:</b> Mark Huffman 1/22, rev. G Carlson 5/22	<b>Introductory Period:</b> 6 months

**ORGANIZATIONAL SUMMARY:**

REPORTS TO: Technical Director/ Audio Engineer

WORKS CLOSELY WITH: All Cathedral, Foundation and Close institutions, Cathedral Choral Society and external constituent groups including major media organizations and Episcopal Church Center.

**JOB SUMMARY:**

Washington National Cathedral is seeking a full time Assistant Technical Director/Audio-Video Engineer (ATD/AVE). This dynamic position will work closely with the Technical Director to implement and execute all audio visual experiences for the Cathedral.

This position is responsible for the operation and maintenance of all audio and projection systems in the Nave of the Cathedral, Perry Auditorium, Bethlehem Chapel, Virginia Mae Center, and other locations where Audio/Visual equipment may be required including outdoor events on the Close. Possessing a high standard of excellence, this person will have strong audio engineering techniques, and technology experience; experience mixing choral and orchestral music, and a strong ability to multi-task and thrive in a fast paced and high stress environment.

**DUTIES AND RESPONSIBILITIES:**

**TECHNICAL OPERATIONS:**

- Plan and execute in collaboration with the Technical Director and Worship and Music departments to meet audio and projection requirements for regular and special worship services.
- Check wireless microphone operation and coordinate wireless frequencies and determine the number of participant microphones necessary.
- Perform periodic spectrum analysis.
- Select and set up microphones for rehearsals and concerts.
- Strive to maintain the highest of standards by ensuring that all technologies provide outstanding performance and customer benefit.
- Coordinate with external media and provide audio feeds.
- Collaborate to oversee operation, integrity and preventative maintenance of Audio System, and operation of hearing assistance system.

- Assist Technical Director with ongoing operation, repair, testing and appropriate configuration of all consoles, microphones, amplifiers and other related equipment.
- Order additional equipment (video projectors, speaker systems, projection screens, etc) as needed.
- Work with outside vendors to integrate rentals with Cathedral Systems.
- Operate and maintain Audio Visual Systems and Streaming systems in Virginia Mae Center. In collaboration with Director, Program and Event Management, work to develop and grow operations and processes for the new Virginia Mae Center.

**CREATIVE OPERATIONS:**

- Confer with the Technical Director and other stakeholders to achieve the desired sound for worship services, concerts, lectures, and other special events.
- Create audio plan to ensure appropriate coverage.
- Work closely with the Director of Video Operations and crew to provide video coverage to the plasma monitor system and internet/web cast.
- Mix and edit voices, music, and taped sound effects for live performances; prerecorded events and rehearsals; using audio mixing consoles to ensure appropriate synchronization and equalization of all dialogue, music, and sound effects.
- Assist with video recording in Cathedral as needed.

**ADDITIONAL PROJECTS:**

- Assist Technical Director to maintain Cathedral Audio Archives from the 1950's to the present on various Digital Media.
- Other duties as assigned.

The areas of the Cathedral this position will be responsible for are:

- Nave Sound Control Console
- Auditorium Projection and Sound Control Room
- Bethlehem Chapel Sound System
- North Triforium Digital Control System
- South Triforium Digital Control System
- North Triforium Video Control Center (Shared responsibility with Video Director)
- S3 Technical Director/Audio Engineer Office and Digital Editing Suite
- 7<sup>th</sup> Floor Media Archives
- Resurrection Chapel Media Patch Bay and Audio/Video Distribution Center
- Great Choir PreAmp/Patchbay/Storage Room
- Northwest Cloister Amplifier and Patchbay Room
- South Balcony Press Feed
- Three Portable Sound Systems, and Various Video Projectors, Monitors and other assorted A/V equipment.
- Virginia Mae Center Audio, Video and Streaming Systems

**MINIMUM QUALIFICATIONS (EDUCATION, CERTIFICATION, YEARS EXPERIENCE):**

1. Bachelor's Degree in sound design or a related field of study.
2. Substantial knowledge of sound engineering techniques and technology.
3. 5+ years experience in audio/acoustics system development and/or technical direction.
4. Previous supervisory experience.

5. Proven proficiency in computer based digital audio workstations.
6. Proficient in programming and operation of Digital Audio Consoles i.e.Yamaha CL3.
7. Proficient in operation of video and streaming technology.
8. Acute hearing is required.
9. Washington National Cathedral requires all employees to be fully vaccinated against COVID-19, including any boosters recommended and available to the general public, in the absence of eligibility for medical or religious exemptions.

**ABILITIES, KNOWLEDGE, AND SKILLS:**

**ABILITIES:**

1. Ability to work collaboratively in a high stress, fast paced, deadline-driven team environment.
2. Ability to exercise independent judgment, balance competing responsibilities, and complete assignments in a timely manner.
3. Proven Ability to record and edit on digital audio workstations..

**KNOWLEDGE AND SKILLS:**

1. Background in electronics, audio engineering and music.
2. Experience in choral, gospel, and orchestral music.
3. Knowledgeable in many facets of electronics and computer technology.
4. Highly developed interpersonal communication skills, both verbal and written.
5. Initiative to develop and implement strategic and/or operational planning improvements.

**EXPERIENCE PREFERRED:**

1. A MS degree or related experience is preferred.
2. Proficiency with Video production and Streaming Technology.

**WORKING CONDITIONS:**

1. The position requires a flexible schedule, routinely working outside of normal business hours, including evenings, weekends and occasional holidays.
2. The position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending and stooping in the performance of daily activities.
3. Acute hearing is required.
4. The need to lift, drag, push and pull Audio Visual equipment and other materials weighing up to 60 pounds is required.

Washington National Cathedral is an equal opportunity employer and strives to create a more diverse and inclusive atmosphere for all. Applicants will not be discriminated against because of race, color, religion, sex, sexual orientation, gender identity, or national origin.

We support an inclusive workplace where associates excel based on personal merit, qualifications, experience, ability, and job performance.

Washington National Cathedral seeks individuals who are committed to our mission. We appreciate interest from those who will contribute to an atmosphere in which diversity is valued and supported.

**To apply, send a cover letter and resume, and please note job code C22-02, to [jobs@cathedral.org](mailto:jobs@cathedral.org).**