



The Vera Project Audio/Tech Manager Position Opening

The Vera Project seeks a skilled and well-organized audio technical professional to support its live sound and recording studio facilities and programs.

The Audio/Tech Manager will work with VERA members & volunteers to maintain front-of-house live sound equipment and our recording studio.

The Vera Project operates through a participatory structure that encourages intergenerational collaboration & participation in all realms of the organization. As such, this position will work on projects with our youth-led membership, specifically the audio/tech committee & audio interns, as well as VERA's community of volunteers, class participants, and budding audio professionals.

The Vera Project is an Equal Opportunity Employer. People of color, queer, transgender, and non-binary folks are encouraged to apply. VERA is committed to providing an inclusive space, open to all ages, genders, races, cultures, religions, abilities, etc. and asks all members to sign our Participation Agreement to verify their commitment and accountability to our shared values.

A detailed job description is attached below.

APPLICATION PROCESS:

Please address the following questions in your cover letter:

- Why is an organization like the Vera Project important to a community?
- Please describe your experience in live sound and in studio environs.
- What do you bring to this role?

Please submit a cover letter, resume, and two references by midnight PST on Friday, February 4th, 2019 to hiringcommittee@theveraproject.org with "Audio/Tech Manager, YOUR FIRST/LAST NAME" in the subject line.

Please note, we know there are great candidates who may not fit into what we've described below, or who have important skills we haven't thought of. If that's you, don't hesitate to apply and tell us about yourself! Or get in touch with us and simply ask, at hiringcommittee@theveraproject.org.



Position Overview: The Audio/Tech Manager works closely with The Vera Project Audio/Tech Committee & staff, assisting with a broad array of duties within the realm of VERA's audio program. These include equipment upkeep, repair, and installation in the live room and recording studio, in addition to audio intern supervision and rental management for portable equipment.

Key responsibilities:

- Shared oversight with the Audio Committee of Audio/Tech interns and volunteers including:
 - Keeping showroom/backstage and recording studios clean and functional, including maintenance and repairs.
 - Maintenance of all sound equipment including regular cleaning, upkeep and repairs
 - Responsible for keeping VERA studio equipment functional, including ProTools computer, outboard gear, wiring, et al.
 - Providing proper care & maintenance, including soldering, of all types of audio cables
 - Overseeing upkeep of audio archives
 - Upkeep and booking of VERA's small PA rental equipment
- Keeping open communication and availability with fellow VERA Staff
- Work with Programs Director and Audio/Tech Committee to develop and implement class and technical education opportunities
- Advise on show production advances
- Work with Rentals & Operations Coordinator to make sure the recording studio is available for recording sessions
- Being an active member of VERA's Audio/Tech Committee & attending monthly meetings
- Manage VERA portable PA equipment and recording studio rentals
- Training & managing 1-2 part-time Audio/Tech interns
- Occasional on-call event tech & educational program support as needed
- Supervise and train workshop instructors and contract technical staff from the community

Required qualifications:

- Knowledge of live sound/studio engineering and equipment, both analog and digital
- Proven ability to work both independently and collaboratively
- Strong troubleshooting skills
- Soldering skills
- Expert knowledge of ProTools and other digital recording programs.
- Working knowledge of the Google web services (Google Drive, Calendar, etc.) and Microsoft Office Suite
- Ability to lift and carry 50 lbs
- Working knowledge of vendors and audio equipment companies preferred
- Available to work off-hours and as-needed



- Able and willing to take, learn and teach VERA's sound classes (which includes further paid opportunities)
- Strong public speaking skills a plus
- Required to work Feb 23rd 2019 Annual Gala and other fundraising events.

Hours: 15-20 hours a week, flexible as needed

Rate: \$17/hr

Reports To: Executive Director and Programs Director

To Apply: Send a resume, cover letter, and two references to hiringcommittee@theveraproject.org through end-of-day on Monday, February 4th. No calls or drop-ins, please.

ABOUT THE VERA PROJECT

The Vera Project (VERA) is an all-ages, volunteer-fueled music and arts venue. By engaging participants at all levels of music production and community organizing, VERA fulfills its mission to foster a participatory creative culture through popular music concerts, arts programs, experiential learning and volunteer opportunities for all ages, especially young people 14-24. VERA programming is primarily conducted at our space at the Seattle Center, including the following:

- Popular music concerts
- Audio engineering training
- Visual art exhibits
- Live and studio recording
- Leadership training
- Silkscreen printing/classes
- Event production training
- Internships

These activities are initiated and driven collaboratively by VERA's Volunteers, Staff, Board of Directors and Youth-Led Membership. Weekly concerts promote artistic experimentation and excellence in a professional setting, leveraging industry-standard technology to showcase music and arts. Classes fuse with experiential learning opportunities and a volunteer-driven structure that engages young people in the arts, fosters inter-generational communication and gives constituents the skills necessary to pursue their creative and professional passions. The skills participants gain at VERA activate future creativity, careers and leadership within VERA and in the greater creative community. VERA engages thousands in the arts, develops the future of the music industry and supports a vibrant Seattle culture.