



### INTERNSHIP DESCRIPTION

**Position Title:** Audio Tech  
**Organization:** Grand Rapids CMC  
**Department:** Wealthy Theatre  
**Position type:** Non-paid Internship  
**Date Written:** July 1, 2007  
**Reports To:** Theatre Director  
**Supervises:** Volunteers

**Audio Tech Internship Description:** Audio Tech (intern) will receive real experience at a vintage theatre (circa 1911) that has been renovated with upgraded audio capabilities.

**Essential Functions:** The Wealthy Theatre Audio Tech (intern) will receive training and overall introduction to our Audio setup. He/she will receive ample time during non-event periods to practice, experiment and get familiarized with the system. And ultimately, the Audio Tech would be responsible for the following duties that relate to Audio at Wealthy Theatre: communicating with event producer to prepare for event setup; communicate with lighting staff or intern to coordinate placement of performers for mics and lighting plots; familiarize self with microphones and other equipment, and use all tools to create best audio for event; perform sound check prior to event and run sound board during event; troubleshoot before, during and after event as required; make recommendations for purchases, repairs, upgrades and other needs; and to assist generally in the execution of events as necessary. Wealthy Theatre events are generally at night and often on weekends. Concerts are common events.

**Other Functions:** As necessary, Audio Tech will have overlapping or additional duties that relate to audio (setup and execution) and general setup of facilities. In certain circumstances, Audio Tech will have duties changed to accommodate particular, changing needs per event.

**Knowledge, Skills, and Abilities:** Physically capable of lifting 25+ lbs. and working on ladder, capable of communicating well with others and representing Wealthy Theatre and Community Media Center (CMC) as part of the team of staff and volunteers who manage events. It would be beneficial if candidate had previous audio mixing experience. Candidate shall have basic understanding of safety considerations that come into play with signal flow and voltage, and all potentially damaging or dangerous activities relating to theatre setup and event execution.

**Advanced (Optional) Skills and Abilities:** Knowledge of compression fx, digital and analog; equalization via insert cable; reverb and other fx via insert cable; and any additional cabling or skills relating to maintaining and improving signal flow.

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