



**JOB TITLE:** Video & Webcast Engineer

**SCHEDULE:** Part time

**REPORTS TO:** General Manager

**START DATE:** December 2021 – Jan 2022

### **ABOUT THE GUILD THEATRE:**

The Guild Theatre is a not-for-profit music and event performance space bringing live music and entertainment to the Menlo Park Peninsula region. The venue holds 500+ patrons and hosts a wide range of entertainment, including music, film, and special events programming.

### **WHAT WE'RE SEARCHING FOR:**

We're searching for candidates eager to jump on board and be some of the first employees of The Guild Theatre. Our future employees will have a passion for live music and the arts, a strong understanding of customer service, and a team-oriented mindset.

Our **Video & Webcast Engineer** will have a keen eye for video production and have knowledge of presentation platforms for livestreams and content delivery.

To ensure success in this role, the ideal candidate should have experience operating robotic cameras and live cameras in relation to live stream / webcasts of concerts and other events.

### **RESPONSIBILITIES OF OUR VIDEO & WEBCAST ENGINEER:**

- Ensures camera positions, sound enhancement controls, and proper recording equipment are in place and correctly set to capture the best audio and video from all locations
- Mixes audio and video "live," using and developing best practices, to create the highest possible quality "live" streaming product
- Prepares (when required) post-production deliverables, including cutting and editing videos to remove bad or extraneous footage, adding effects such as graphics or transitions to create a professional final video product
- Operates equipment including fixed cameras, robotic cameras, editing consoles, time base correctors, audio boards, and video switchers
- Monitors streaming interaction over the internet to ensure products are being delivered properly
- Recommends equipment purchases, upgrades, and/or replacements
- Modifies or designs equipment and systems to meet production and live stream requirements
- Other duties as assigned

### **OUR IDEAL CANDIDATE SHOULD HAVE:**

- 3-5 years of relevant experience in AV or video production

- Broad production knowledge to assist with problem solving and strategizing
- Experience in producing a live stream
- The ability and willingness to learn and acquire new skills
- Excellent communication skills
- Excellent organizational skills and attention to detail
- Reliable and self-motivated personality
- A team-player attitude

**OUR IDEAL CANDIDATE SHOULD BE ABLE TO:**

- Sit at a desk for prolonged periods of time while working at a computer or phone
- Focus for hours at a time to ensure flawless streaming during live events

**HOW TO APPLY:**

If you're interested in a position with us, please email your resume with a note describing which role you're applying for, why you are qualified for the position, and your desired salary range to us at [jobs@guildtheatre.com](mailto:jobs@guildtheatre.com) or mail to:

Guild Theatre Business Office  
611 Menlo Avenue  
Menlo Park, CA 94025

*Please do not contact us via social media for jobs. Due to the anticipated volume of responses, only qualified candidates will be contacted.*

**EQUAL OPPORTUNITY:**

The Guild Theatre is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, sex, sexual orientation, gender, gender expression, gender identity, genetic information or characteristics, physical or mental disability, marital/domestic partner status, age, military/veteran status, medical condition, or any other characteristic protected by law.

The Guild Theatre is committed to ensuring that our hiring process is accessible for persons with disabilities. If you have a disability or limitation, such as those covered by the Americans with Disabilities Act, that requires accommodations to assist you in the search and application process, please email us at [jobs@guildtheatre.com](mailto:jobs@guildtheatre.com).