



College of Liberal Arts & Sciences

Audio Engineer Position Announcement

The Doudna Fine Arts Center, an integral part of the College of Liberal Arts & Sciences (CLAS) at Eastern Illinois University invites applications for an Audio Engineer to join an experienced team of performing arts professionals. The Audio Engineer reports to the Dean of the College of Liberal Arts & Sciences (CLAS) and has primary responsibility for coordinating and providing/supervising audio reinforcement, recording, mixing, etc. for the Doudna Fine Arts Center (DFAC), the School of the Arts (SOA) departments, and other events as requested by the President of the University.

Description of Duties and Responsibilities:

- Coordinate with the Director of Programming, Director of Operations, and all external vendors contracted to perform for the DFAC Premier Season and other Doudna events as requested (typically evenings and weekends) to ensure that all backline and audio needs are met per the client's contract.
- Collaborate with Department of Theatre production teams to understand project requirements and deliver audio that meets the creative goal of the production.
- Collaborate with the chair of the Department of Music to understand their concert schedule and requirements to deliver audio and basic recording that meets their creative and educational goals.
- Maintain DFAC audio and recording equipment, recommend repairs, replacements, and new purchases.
- Operate and maintain recording studio equipment and software.
- Provide training to DFAC student staff, interns, and extra help employees as needed.
- Provide audio support as time allows for President's Office events. This includes but is not limited to: Board of Trustees meetings, commencement ceremonies, university addresses, etc.
- Attend production and project meetings as needed.
- All other duties as assigned by the Dean of CLAS

Qualifications

Required Skills and Abilities:

- Candidate must have worked in the live event production industry as an audio engineer for approximately 3 years, must be able to design, set up, and operate complex digital audio systems for a wide range of live events.
- Must be able to manage a recording studio and student staff.
- Must have the basic skills to engineer multi-track recordings, editing, mixing, and mastering for both large and small music ensembles.
- Proficiency working with Pro Tools and Dante networking systems.
- Must be able to lift and move 50lbs.
- Attention to detail with strong problem-solving skills.
- Strong communication skills.
- Ability to work collaboratively in fast paced environment while managing multiple projects simultaneously.
- Bachelor's degree in Audio Technology or related field
- Demonstrated commitment to diversity and experience promoting inclusive excellence.

Additional Preferred Skills and Abilities:

- Experience in teaching college level courses in audio recording and engineering.
- Experience in mentoring staff and students.
- Experience with audio and video equipment within the university and corporate environment.
- Experience with video equipment and live streaming events.
- Proficiency with Q-SYS systems.

Salary/Pay Rate Range:

- This is a 12-month appointment
- \$4,830 to \$5,165 per month depending on qualifications

Required Applicant Documents:

- Application letter
- Resume
- Names and contact information for three references
- Transcripts

Application Instructions:

Applications should be submitted through
<https://apply.interfolio.com/169811>.

The search remains open until the position is filled. Questions can be addressed to the chair of the screening committee, Dennis Malak, Director of Programming, at dfmalak2@eiu.edu.

Benefits Overview:

Eastern Illinois University is proud to offer an excellent benefits package designed to support our employees' well-being and career goals. This is a 12-month position eligible for the following benefits:

- **Comprehensive Medical Coverage:** Competitive employee insurance premiums with flexible plan options.
- **Vision Insurance:** Vision coverage is included with medical at no cost.
- **Dental Insurance:** Dental plans are available to meet your needs.
- **Retirement Benefits:** Participation in the State University Retirement System, which includes medical insurance benefits upon retirement.
- **Tuition Waivers:** Opportunities to pursue educational goals through tuition waivers for employees and dependent children.
- **Generous Paid Time Off:** Up to 12 paid holidays annually, plus earned vacation and sick time.

For more information on our employee benefit programs, please visit EIU Employee Benefits webpage
<https://www.eiu.edu/humanres/benefits/benefits.php>.

Diversity and Inclusion: Eastern Illinois University is committed to fostering a learning community where all members feel welcomed and valued. The university provides equality of opportunity in all areas of campus life, and we strive to recognize and appreciate the unique value of our students, faculty, and staff. Every member of campus has the right to learn and work in an environment free of discrimination and harassment, and beyond that, our goal is for all members of our community to develop a strong sense of belonging to Eastern Illinois University.

The University and Community: Eastern Illinois University takes pride in creating a warm, welcome environment for all faculty, staff and students. Established in 1895, EIU boasts a rich tradition of preparing students for their personal and professional goals. A traditional regional residential institution, EIU offers a superior education at a relatively low cost while consistently earning high rankings and distinctions for its affordability, academic program quality, career placement rates, campus safety, online degree options, student support, and sustainability initiatives. EIU focuses on individualized attention and superior student relationships and has earned recognition as the highest-ranking independent public regional university in Illinois and a place among the Midwest's top public regional universities according to U.S. News and World Report. Eastern offers faculty a wide range of research and public service activities. EIU hosts more than 175 student organizations on campus, and offers a variety of cultural events, NCAA Division I athletics, and active research opportunities for its students to enjoy and to thrive. EIU has become recognized for providing the resources of a large institution while creating the kinds of individual relationships that support student and alumni

success. The University is located in East Central Illinois, combines the benefits of a community of 20,000 with access to several large cities, including Chicago, St. Louis, and Indianapolis.

Eastern Illinois University provides equal opportunity in education and employment for all students, applicants for employment, and employees. Discrimination based upon race, color, sex, religion, age, national origin, ancestry, marital status, disability, veteran status, sexual orientation, gender identity, or any other basis of discrimination precluded by federal and state statutes, is strictly prohibited.

The University further commits to a program of affirmative action as prescribed by statute to employ, and advance in employment, qualified individuals with a disability and qualified protected veterans (disabled veterans, recently separated veterans, active-duty wartime veterans, and Armed Forces service medal veterans).