

## Request for Quotations – Summer Events Sound Technician

The Town of Edson Community Services Team is looking for a sound technician to work 6 shows throughout the summer months. The dates of the events run from July 15 to September 8. These shows will be outdoor on the Pavilion located at RCMP Centennial Park unless otherwise specified. We are looking for quotes from individuals interested in working as a Sound Technician on these events to be submitted before April 30, 2018. The contract is outlined below.

### Job Summary

The Sound Technician will have the professional knowledge and experience necessary to administer all technical operations for a variety of live events, including and not limited to lighting, sound, stage facilities, and communication with performers.

### Performance Dates/Times:

Sunday, July 15	10:00 AM-6:00 PM (1:00 PM-5:00 PM show)
Friday, July 20	4:00 PM-10:00 PM (6:00 PM-10:00 PM show)
Saturday, July 28	11:00 AM-7:00 PM (2:00 PM-6:00 PM show)
Sunday, August 12	10:00 AM-6:00 PM (1:00 PM-5:00 PM show)
Friday, August 24	4:00 PM-10:00 PM (6:00 PM-10:00 PM show)
Saturday, September 8	11:00 AM-7:00 PM (2:00 PM-6:00 PM show)

### Responsibilities Include:

- Determining and planning for the necessary technical supports such as lighting, sound, staging and special needs for events and performances in advance of the event
- Advising on the required technical specifications and usage of equipment
- Monitoring the condition of equipment and arranging for repair and replacement with the Recreation and Culture Programmer, providing options that suit the needs of the Town of Edson
- Making recommendations regarding capital purchases of technical equipment
- Install and take down all sound equipment and handle cleaning and first degree maintenance of material before storing
- Prepare and play soundtracks on select events and shows as needed
- Correspond with artists and performers before show dates regarding any unique technical requirements
- Set up equipment and assist in the setup of artists/performers' equipment as needed
- Ensure proper functioning of equipment and smooth execution of all performances during the events
- Coordinate with the Recreation and Culture Programmer while completing all duties to ensure that a shared vision and strategies are developed

### Qualifications

- 2+ years' experience as Sound Technician is preferred
- Degree in related field is considered an asset
- Strong technical and creative skills



- Ability to move/lift equipment up to and not exceeding 75lbs

### **Compensation**

- Sound Technicians will be chosen based on quality of work, fairness of expected compensation and understanding of expectations
- Bids must be submitted based on a 3-month contract encompassing all 6 scheduled events
- The contract will not be awarded solely to the lowest bid
- Provide a breakdown of the bid showing travel, hourly wage, event preparation etc.
- A student assistant will be provided by the Town of Edson

### **Submissions**

- Quotations should be submitted electronically in .PDF format to Ali Broda at [alicjab@edson.ca](mailto:alicjab@edson.ca), or may be delivered directly to Ali between 8:00 am and 4:00 pm at the Civic Centre (605 50 Street, Edson), on or before April 30<sup>th</sup>, 2018
- Submissions should include a brief summary outlining applicable skills, work experience and qualifications, as well as two professional references
- Including the project approach and understanding of contract is considered an asset; describe any innovative or value-added services to be provided