

OREGON SHAKESPEARE FESTIVAL JOB DESCRIPTION

JOB TITLE: AUDIO DESCRIBER

JOB SUMMARY: Responsible for researching and writing scripts and performing audio description for specifically assigned plays to be presented to visually impaired patrons.

ESSENTIAL JOB DUTIES:

1. Prepares working scripts for assigned shows. Includes attending, or reading, show introductions for assigned shows, attending at least 3 performances of each assigned show during dress rehearsals, previews, and the first week after opening, writing an introduction that includes costume and set design descriptions and cast list, writing a script with all audio description notes included, and presenting a copy of finalized introduction and script to Access Coordinator and assigned understudy within two weeks of assigned show's opening.
2. Delivers script in a professional and courteous manner.
3. Checks all equipment (FM receivers, headphones, transmitter, and microphone) to ensure they are in working condition.
4. Arrives an hour before performance to set up and greet patrons for instructing them on proper use of FM receiver.
5. Delivers script in a professional and courteous manner.
6. Checks in with patron at intermission and the end of a performance.
7. Will retrieve and return FM receiver and headphones to Access Booth in Bowmer/New Theatre Lobby or Elizabethan Access cabinet.
8. Understudies will attend at least 2 performances of their assigned shows prior to performing an Audio Description.
9. Demonstrates a commitment to excellence.
10. Actively participates in team building and toward creating a work environment of welcome, support, and equal respect so the team can work at the peak of energy, ability, and inspiration.

OTHER JOB DUTIES:

1. Other Duties as assigned by Access Coordinator
2. Performs work in a manner consistent with OSF Mission, Values and Vision including a commitment to diversity and inclusion

RELATIONSHIPS:

Reports To: Access Coordinator

MINIMUM QUALIFICATIONS: (Necessary to the Successful Performance of the Position)

Education: GED or equivalent.

Work Experience: A background in theatre and prior training or experience in theatre audio description preferable. A knowledge of audio description equipment. Prior knowledge of OSF facilities and policies helpful.

Physical Ability: Ability to access all designated describer locations of the theatres.

Other Ability: Good interpersonal and communication skills and ability to work late and irregular hours.

Non Exempt Position

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