



AUDIO ENGINEER |

The JAZZ Exchange is a New York City-based organization that has gained recognition in the Tri-State area. Incorporated in 2018 as an LLC and run by the Founders and a diverse volunteer team of music professionals and experts. Administrative and creative guidance provided by the Founders and Artistic Producer. We bring people together in unexpected spaces in the New York/ NJ area. We're artists, music lovers, and organizers. We're a company of musicians who support the arts and continue to build communities through music. We create, perform, listen and work to make intimate live music experiences that connect us all. Every Secret Show is focused on building community as our guests DISCOVER new venues + MEET new people + EXPERIENCE new artists.

OUR MISSION

The Jazz Exchange is an organization committed to connecting communities through music while creating a platform for established and upcoming musicians. The purpose of this organization is not only to create performance opportunities for musicians but also to connect with audiences around the world, cultivate and flourish youth development through music education, exposing our diverse communities to the public through video and audio. The Jazz Exchange maintains the efforts to support our youth, artists, and music educators through virtual and online platforms that will continue to sustain the jazz community.

THE ROLE

We are looking for **Audio Engineers**, you will support the execution and production of our Secret Shows based on the area and location we are hosting a Secret Show. Working closely with The Jazz Exchange admin team, you'll be the production crew on-site day of the event to ensure our events sound amazing and run smoothly while bringing the magic on the soundboard at our Secret Shows.

The Jazz Exchange has worked with over 250+ artists, hosted 15+ shows around the New York area. Our 300K+ audience members and growing are engaged with our online presence and attend Secret Shows in-person.

WHAT YOU'LL DO

- Provide live sound reinforcement for artists performing in unique spaces
- Work with the show team & performers to prep for the show
- Work with the central Production team to identify the best ways of working locally
- You'll work 1-2 shows per month based on Secret Show locations
- You'll also discover a lot of amazing new music along the way
- Minimizing unwanted sounds.
- Regulating volume levels and sound quality.



- Setting up ambient sound microphones.
- Collaborating with producers and performers.
- Providing oversight during live productions.
- Meeting clients' quality standards.
- Maintaining and repairing equipment.
- Experience in producing a recording or a live performance, balancing and adjusting sound sources using equalization, dynamics processing, and audio effects, mixing, reproduction, and reinforcement of sound, etc.

WHO YOU ARE

- Someone who has a passion for live sound & creative problem solving
- Excited by a dynamic pool of artists, venues, and unique audio scenarios
- Comfortable working & communicating with creatives in high-pressure situations
- Genuine, demonstrated commitment to supporting artists and local music
- Bringing your skills and expertise to our Secret Shows to make sure we capture the best sound based on the different locations and ensemble size.
- Able to wear many hats and take on varied tasks and projects
- You're driven to support artists and bring people together
- You have a deep love of live music and are connected to the local music community
- You can work autonomously but remain connected
- You have people management experience
- You have a sincere and empathetic approach to work and communications
- You're organized, detail-oriented & work well with deadlines & problem solving
- You're passionate about building and supporting your local community
- You are able to work flexible working hours
- Previous experience in producing live music events, customer service, or hospitality is a big plus
- Eligible for employment in the US and internationally
- Genuine, demonstrated commitment to supporting artists and local music



DIVERSITY, EQUITY & INCLUSION

We are proud to have a global workforce and strive towards having a diverse workplace. DEI is important to us, the music, and our culture.

COMPENSATION, PAY EQUITY

Our people and team are precious and important to us - we aim to treat them as such. At The Jazz Exchange, we feel strongly about the compensation that we provide across the board so that no matter your skillset or experience you're paid fairly.

LEARNING & DEVELOPMENT

We will take the time to help develop and create a learning culture through basic training and meetings to discuss your growth and what we expect from you.

HIRING JOURNEY

We'll work with you closely to support you throughout the hiring process. If your resume shows that your skills and experience have synergy with the job description, then we'll hop on a call to say "Hello" and to start getting to know one another. If it's not the right opportunity this time, we'll always let you know. Typically our hiring processes vary based on the team and amount of shows we will be needing you for. You'll be guided through the process by our Jazz Exchange team and a brief interview to connect over the phone.

CONFIDENTIALITY

The Audio Engineer hereto agrees that each shall treat confidentially the terms and conditions of this Agreement and all information provided by each party to the other regarding its business and operations. All confidential information provided by a party hereto shall be used by any other party hereto solely for the purpose of rendering or obtaining services pursuant to this Agreement and, except as may be required in carrying out this Agreement, shall not be disclosed to any third party without the prior consent of such providing party. The foregoing shall not be applicable to any information that is publicly available when provided or thereafter becomes publicly available other than through a breach of this Agreement, or that is required to be disclosed by or to any bank examiner of the Custodian or any Subcustodian, any Regulatory Authority, any auditor of the parties hereto, or by judicial or administrative process or otherwise by Applicable Law. The Jazz Exchange Secret Show information, shared documents, or our online website cannot be copied or used by the team leader outside of The Jazz Exchange events. If files or documents are shared and used by the team leader for outside and third party purposes the Team Leader will be dismissed from The Jazz Exchange administrators.