

## DAVID BROWER CENTER

### **Job Description: Audio/Visual Technician**

**Reports to:** Events Director

**Status:** Non-exempt, Part-time (0–20 hours per week), At-Will, Special Assignment

**As of:** December, 2018

### **Position Summary**

Brower Center Audio/Visual (A/V) Technicians work on-site for daytime, evening and weekend events such as meetings, classes, conferences, lectures, films, receptions, art openings, and sit-down dinners. This position demands advanced audio/visual and technical skills, excellent customer service skills, schedule flexibility, and the ability to communicate effectively with rental clients, the public and staff.

This part-time position has variable hours from week to week, as event bookings vary and may include daytime, evening, and weekend events. Most shifts are from 4-6 hours, and call times are no earlier than 6:00 am and shifts end no later than 1:30 am. The Brower Center's busy season is in Fall and Spring, with some down time over the holidays and in mid-Summer. Our center is open for events 7 days a week from 7am-midnight, excluding major holidays. At this time, the Brower Center seeks candidates with early morning availability, although shift times may vary per the above.

### **Essential Functions**

- Functions as sole operator of A/V equipment including digital projectors, digital and analog consoles, microphones, video decks, video cameras, digital audio recorders and PCs/Macs
- Sets up and breaks down all A/V equipment
- Maintains knowledge and inventory of A/V and other event-related equipment
- Provides A/V services as instructed by House Manager in accordance with plans provided by the Brower Center's events staff
- Sets up and runs sound equipment for panelists, lectures, meetings, and/or live music
- Runs projection and audio for film
- Mixes audio feeds for auxiliary sends
- Operates basic stage lighting in the Brower Center's Goldman Theater
- Configures digital projectors and connects them with various sources, including laptops and DVD players
- Supports PowerPoint, Keynote and other presentation formats
- Troubleshoots all equipment and A/V issues on behalf of clients
- Communicates technical issues to A/V Coordinator and the Events Manager
- Coordinates onsite third-party A/V vendors, including recording and broadcast service providers
- Assists House Managers and events staff with client relations as needed
- Performs A/V maintenance tasks as assigned

### **Other Duties**

- Communicates facility and equipment problems to the appropriate staff
- Attends staff meetings and functions as assigned
- Supports other staff to carry out evacuation procedures during building emergencies
- Additional responsibilities and tasks as assigned

### **Qualifications**

- Minimum three years audio-visual presentation experience in live event and meeting settings
- Proficiency with video file formats, projection resolutions, and aspect ratios
- Excellent customer service and communication skills
- Flexible schedule, including weekends, evenings, and early mornings
- Proactive approach to solving problems and creating solutions
- Demonstrates support for the Brower Center's mission to clients, public and staff

- Proficiency with Mac & PC computers, PowerPoint, Google Docs, VLC, and Compass software
- Experience with AMX controllers, Yamaha OM-1V consoles preferred
- Experience with web-casting services and video conferencing preferred
- Audio recording and editing skills preferred
- Basic electrician skills pertaining to theatrical lighting
- Ability to lift, carry, push, pull and move heavy furniture and equipment (up to 50 lbs.)

**To Apply**

Please send resume and references to **hiring@browercenter.org** with “AV Technician” in the subject line.

Please include a cover letter in the body of the email, resume, and two professional references, including name, phone number, and email address.

We regret that we cannot respond to all inquiries.

***The David Brower Center is an equal opportunity employer and is committed to workplace diversity.***