

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: September, 2019

Position Summary

Brower Center Audio/Visual Technicians (AVT) 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 the 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 and weekend 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 the Brower Center House Manager in accordance with plans provided by the Brower Center's events staff
- Sets up and runs sound equipment for conferences, 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
- Responds to emails from Events Director, Events Manager, and other Brower Center staff in a timely manner

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 preferred
- 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.