



**Position Title:** Tech LifeGuard  
**Position Status:** Full-time, 12 months  
**FLSA Classification:** Non-exempt  
**Reports To:** Director of Infrastructure

### **Position Purpose**

The Tech LifeGuard, a member of the Springside Chestnut Hill Academy (SCH) Innovation Team, is responsible for assisting with technology support for SCH's faculty, staff, and students. In addition to providing support, the TLG is charged with finding creative solutions to problems; collaborating with colleagues; and being imaginative in his/her approach to solving problems. The TLG is also responsible for the audio, visual, and computer technology aspects of events, including pre-event planning, setup, running technology during events, breaking down equipment at event completion, or out-sourcing. The TLG position requires flexible scheduling including some evenings, early AM, and occasional weekend events.

### **Essential Functions**

- Work on cutting-edge Apple hardware and software to fix problems, to teach users new technologies, and to create solutions when none exist.
- Respond to in-person requests, phone calls, help desk tickets, emails, IMs, and other communication tools.
- Be a creative problem solver.
- Lead one-on-one and group training sessions.
- Collaboratively plan AV and technology implementations for events with members of the SCH community.
- Attend weekly event planning meetings.
- Carry, set up, operate, and disassemble AV and technology equipment (including speakers, mixers, microphones, projectors, laptops, wireless mics, etc.).
- Research solutions to problems that are beyond the scope of current knowledge base.
- Work on tasks as assigned by other members of the Innovation Team.
- Call technology companies to handle warranty and non-warranty repairs.

### **Qualifications**

- Bachelor's degree or recent college graduate with demonstrated experience in the technology arena. Education, technology, or theater background a plus.
- Fluent in the Mac OS and iOS software. Windows and Android a plus.
- Fluent with audiovisual and computer technologies.
- Innovative thinker who is able to effectively understand how technology works.
- Strong analytical technical capabilities and the ability to work through technology difficulties and filter information from faculty and students.
- Requires a person who will excel in a collaborative, elastic, and fast-paced team environment.
- Must be physically and mentally capable of performing multiple tasks while working on multiple projects simultaneously under "deadline" situations.
- Attend staff meetings, open houses, special events, etc., as required.
- A personal smartphone to run apps needed for the Team.

**Physical Requirements and Work Environment**

- This role includes hookups and lifting of AV and technology equipment and its related components.
- Essential functions require maintaining physical condition necessary for activities such as sitting, standing, walking, kneeling, crouching, stooping, squatting, and lifting up to 50 lbs.
- Regularly use close and distance vision.
- Work at desk and computer screen for extended periods of time.
- Turn, bend, reach, and occasionally climb.
- Work in a traditional climate-controlled environment.

**Application Procedures**

Interested candidates, please e-mail a cover letter, resume, and contact information for three references to [careers@sch.org](mailto:careers@sch.org).

*Springside Chestnut Hill Academy is an Equal Opportunity Employer*