



Job title: Audio-Visual (AV) Performance Specialist

Department: IT Department

Reports to: Directors of Technology

**Position summary:** The Audio-Visual Performance Specialist will set up, operate, maintain, repair and if necessary, install equipment used to enhance live events, such as microphones, video recorders, projectors, lighting and sound mixing equipment. This position works closely with all Performing Arts departments and the Associate Head of School for Operations/CFO.

**Position responsibilities:**

- Manage all AV services for school and public events hosted on and off grounds that are requested by St. Anne's-Belfield School ensuring that all events are appropriately staffed for sound, lighting and projection needs.
- Manage all AV services for external organizations that rent school facilities ensuring that all events are appropriately staffed for sound, lighting and projection needs..
- Ability to operate audio mixing boards, theater lighting boards, projection, camera video production and recording, webcasting/live streaming, and support speaker(s) presentation needs.
- Oversee and ensure proper maintenance of all AV equipment on both campuses; troubleshoot technical problems and engage third-party vendor support when appropriate.
- Maintain and schedule school audio and visual events.
- Develop plans and justifications for investments in AV equipment and services for new AV projects including upgrades and incorporation in new construction.
- Set policy and guidelines regarding use of auditoriums and sound, lighting, and projection systems.
- Provide guidance on new trends and technology innovation related to AV systems and services.
- Serve as a training and support resource for faculty and staff in regards to AV systems and production standards.
- Organize and maintain an accurate inventory of AV equipment
- Fulfilling any other duties assigned by the Head of School or the Directors of Technology

**Essential skills:**

- Strong understanding of industry standards for professional AV equipment and how the equipment interconnects.

- Ability to mix and fine tune sound during live performances as well as troubleshoot issues during the performance.
- Ability to operate and maintain digital cinema projection equipment, setup films based on aspect ratio, and build show files for film festivals.
- Ability to set up and operate theater lighting to enhance the performances.
- Understanding of acoustical / audio properties for event setup, design, and engineering purposes.
- Ability to train and supervise volunteer staff with the operation of sound, lighting and projection equipment.
- The ability to write cohesive and a cogent tutorial, how-to, or other informative support materials.
- Strong interpersonal and communications skills in dealing with basic or first-time users.
- A solid grasp of time management, and the ability to prioritize problems as they arise.
- Ability to work on multiple projects simultaneously with minimal direct supervision.
- Provide direct support in a professional and courteous manner to internal and external users.

**Education and experience:**

- **Minimum:** High school graduate with 3 or more years of experience using professional audio and video equipment in theatrical / musical productions.
- **Preferred:** Five or more years of AV administration and support using a variety of broadcast, recording, presentation and related software. BA or BA, preferably in Audio Production, Audio Engineering or related field. Knowledge of but not limited to the following AV equipment manufacturers.

Allen and Heath      Mackie      Roland      Shure      Sennheiser

Electronic Theatre Controls (ETC)      Extron      Crestron      NEC

Epson

**Reporting to this position:** No direct reports

**Physical demands and work environment:** School location on two campuses requires transportation to and from, a fair amount of walking from one task to another, and occasional heavy lifting up to 50 pounds. **Hours will be irregular based on needs of school events.**

*\*\*This job description is not intended to be a detailed listing of job duties/functions, however, its intention is to provide a summary of job duties/functions.*