



*A premier Montreal institution since 1909, Lower Canada College (LCC) is a co-educational day school for students from kindergarten to grade 12 with a strong reputation for preparing students for entrance to prestigious universities across the world. One of only three Quebec high schools to offer a pre-university grade 12 program, LCC is also the only English high school in Quebec to offer a two-year International Baccalaureate Diploma Programme (IB DP). Located on a beautiful seven-acre campus in the heart of Montreal's Monkland Village, LCC draws students from nearly every continent of the world. LCC's enriched educational program consists of academic, co-curricular, and service opportunities that position students to explore and discover their true potential throughout their educational journey.*

## **Audio-Video Specialist (Media Specialist)**

The school invites applications for the following position:

### **Job Purpose:**

Lower Canada College is seeking a qualified and motivated audio-video specialist. Reporting to the Director of Information Technology, the AV specialist ensures the installation and dismantling of audiovisual material for school events. He/she also ensures that equipment such as screens, projectors, computers, microphones, wireless microphones and sound consoles are available and installed. The schedule is variable depending on the events. Evening and occasional weekend work is required. This position is a one-year contract position ranging from 20 to 37.5 hours per week, depending on specific needs.

### **Specific Responsibilities**

- Filming of ceremonies, plays and concerts
- Budget assessment (speakers, mics and media equipment)
- Troubleshoot media associated problems in classrooms (Apple TV, projector and sound)
- Inventory and repair of equipment
- Turn on the equipment and perform tests and validation according to standards
- Keep abreast of new products and technological developments in the audiovisual field
- Establish best practices for the auditoriums systems (inventory, use procedures and rules, troubleshooting)
- Establish best practices for the Arena system
- Set up for events (day, evening and weekend)
- Assist colleagues with media technology as needed
- Manage the Navori system (signage support /setup for groups)
- Installation of Media equipment in classrooms and around school (projectors, speakers, monitors, TV's)
- Cameras and Media items at the helpdesk
- Manage poster printers
- Involvement in major projects as media specialist

### **Qualifications, Skills & Technical Ability**

- A DES (Diplôme d'étude secondaire)
- College Diploma in media or audio-video field is an asset;
- Experience working or volunteering with children is an asset
- Efficient, flexible and proactive
- Ability to analyze and solve problems
- Responsible and autonomous
- Excellent communication skills
- Collaborative approach, work with IT team
- Bilingual (French and English)

**School-Wide Core Values**

***Professionalism, Continuous Growth, Passion/Excellence, Collaboration/Communication and Respect & Empathy***

Letters of application, accompanied by a curriculum vitae, with references, should be emailed by January 14<sup>th</sup>, 2018 to [humanresources@lcc.ca](mailto:humanresources@lcc.ca). Cover letters should be addressed to **Tara Murphy, Human Resources Consultant, Lower Canada College**. Details about school life can be found at [www.lcc.ca](http://www.lcc.ca).

***We thank all applicants but regret that only those short-listed will be contacted.  
LCC has an employment equity program.***