



Masters

Position Announcement

TITLE: Audio Visual Technician

DEPARTMENT: Technology

STATUS: Full Time, Non-Exempt

REPORTS TO: Director of Operational Technology

ABOUT MASTERS:

The Masters School (www.mastersny.org) is a premier coed day and boarding school that engages 5th – 12th grade students with a challenging academic program in a welcoming learning environment. Located on 96 picturesque acres overlooking the Hudson River, The Masters School community takes advantage of both its access to the tri-state area and its proximity to the rich cultural and educational magnet that is New York City. Students benefit from the resources, diversity and activities of Masters 7-day campus and accessible, talented faculty and staff. From our exceptional academics and outstanding visual and performing arts program to our championship athletic teams, the Masters learning experience prepares students for success in college, career and life.

MISSION:

The Masters School celebrates active participation, deep understanding, and meaningful connection. A community of diverse individuals, we gather to learn, to strive, to dare, to do – to be a power for good in the world.

SUMMARY:

This full time position will be a member of the Technology Department and will assist Helpdesk support services on a daily basis. The A/V Technician will be the primary liaison for the Department in the scheduling of A/V and event requests. Masters is eager to consider application from traditionally underrepresented groups.

RESPONSIBILITIES:

- Install and maintain a variety of classroom A/V equipment, including but not limited to projectors, projector screens, speakers, Smartboards, and televisions
- Install and maintain Department A/V equipment
- Coordinate on-site events for the Technology Department
- Consistently maintain excellent customer service, professionalism and work ethic in all situations
- Work within existing ticketing system to close out tickets in a timely manner
- Maintain detailed and accurate maintenance and inventory records
- Primary A/V back-up for The Masters School Campus Theater and events
- Setup, operate, and dismantle A/V equipment as needed for all Campus events including:
 - running/taping cables
 - setting up speakers, projectors, screens, microphones, and sound boards
- Identifies functional problems with equipment and escalates more complex cases to supervisor
- Make recommendations on A/V equipment purchases

REQUIREMENTS and SKILLS:

- Ability to install A/V equipment such as ceiling mounted reels, projectors, and monitors
- Maintain clean and organized A/V equipment storage spaces
- Excellent communication, organizational and customer service skills
- Able to work before/after hours on days and weekends for A/V back-up support
- Shows aptitude and ability to use drills and other hand tools

EXPERIENCE:

- Experience with A/V cabling, connectors, and adapters (for example: XLR, HDMI, VGA, USB...)
- Preferred experience:
 - Familiarity or experience working in a school environment or in a theater
 - Crestron or Extron maintenance and/ or programming
 - Familiar with Apple TV's
- Working knowledge of both Apple and PC computers
- Demonstrated experience providing excellent customer service
- Associates degree or similar certifications, with two years of experience in providing audio visual support

Must be physically able to lift, lower, push and pull objects up to 50 lbs. unassisted. Ability to stand, climb (include ladders), bend, stoop and crouch for extended periods of time. Must be able to initiate and maintain good customer and co-worker relationships in a team environment. Must have a valid New York State Driver's License for positions requiring driving school's vehicles. Ability to follow oral or written instructions and directions.

HOW TO APPLY:

To apply, please submit a letter of interest, explaining why you would succeed in this position, resume, and 3 references via email to careers@mastersny.org (Adobe® PDF format preferred) and include "A/V Technician" in the subject line.

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.

Background Screening: The Masters School conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third party administrator to conduct background checks. Background checks will be performed in compliance with the Fair Credit Reporting Act.

The Masters School actively seeks to forward diversity through its students, faculty and programs.

The Masters School is an Equal Opportunity Employer.