



Job Description Audiovisual Technician

JD: 2410
Pay Grade: G06

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Preferred: 2 years' experience with theatre audiovisual technology

Minimum Education Requirements: High School/GED required, AA in related technical field preferred

Direct Supervisor: PAC/Events Coordinator

Supervisory Responsibility: Direct (0) Indirect (0)

Primary Work Location: Performing Arts Center

Certification:

Job Summary: The Audiovisual (AV) Technician supports the technical needs for performances and events in the Performing Arts Center (PAC) and on the Garrett College campus by communicating effectively, maintaining positive relationships with the college and community partners, coordinating technical support, and overseeing the successful execution of events and productions for PAC partners, external users, and other departments within Garrett College.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Coordinate and provide audiovisual technical support for all Performing Arts Center events, including but not limited to, theatre productions, music concerts, teleconferences, meetings, trainings, classes, and banquets.
- Provide audiovisual technical support for external functions on campus, as well as college sponsored events in collaboration with College staff, as necessary.
- Meet with clients and/or PAC partners before events to ensure all AV and stage needs have been addressed and all required media collected.
- Program shows using PAC systems and equipment, including the sound mixer and light board equipment for sound, lighting, video, and other technical needs in advance of performances, productions, concerts, etc.
- Conduct sound checks with clients and/or PAC partners and test all presentations, videos, microphones, and any other equipment associated with the event before and during the event.
- Assist as a stage hand for the client furniture, equipment, and/or hoist system needs.
- Arrange, test, and operate equipment in preparation for, or for the duration of PAC events and external events on campus.
- Maintain inventory of all PAC AV equipment as well as proper use and storage.
- Report issues or damages with AV equipment, make recommendations regarding technical needs and repairs, and provide accurate equipment costs and setup/repair time estimates.
- Actively evaluate and propose technology that will enhance the success of all events on campus.
- Collaborate with Garrett College IT department to coordinate use of college technology not located in the PAC.
- Participate in professional development training and activities to support PAC/Event Operations.



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- Develop and maintain standard operating procedures (SOP's) associated with event AV technology and assist with staff cross-training to increase College event support capabilities.
- Maintain a flexible schedule to accommodate evening and weekend hours based on event activity.
- Work closely with the PAC Events Coordinator to propose and schedule externally contracted variable-hour AV staffing as needed.
- Maintain a professional demeanor and demonstrate excellent customer service.
- Other duties as assigned.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Experience in the operation of audiovisual and video electronics
- Basic stage curtain rigging and hoist systems
- Microsoft Windows Operating Systems, Microsoft Office software.
- PC hardware, and computer peripherals.
- Help Desk operations.

Skills

- Excellent verbal and written communication skills
- Must have a positive and professional attitude
- Excellent interpersonal skills in a variety of situations
- Proficient in computer systems used with multimedia productions
- Proficient in Microsoft Office suite or related software

Abilities

- Represent the College effectively in the community.
- Operate with a high degree of autonomy and self-motivation.
- Meet deadlines while multi-tasking.
- Communicating effectively in a wide range of situations with professionalism, discretion, and tact.
- Mentally analyze a situation, solve problems, and make decisions under pressure in the area of responsibility.
- Read and understand complex written instructions and communicate information and ideas in clear and concise written form.
- Some climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions.
- Must be able to push and pull heavy equipment and furniture.
- Perform certain tasks working from a ladder and in confined spaces.
- Working effectively in a team environment.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.



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****This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.**

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date