



# Job Posting

Position	Department	Reports to	FTE	FLSA Class
AVL Technician	Audio Visual Technology	Director of Audio-Visual Technology	.14	Non-Exempt

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**Scope of Responsibilities:** Serving as part of the Audio-Visual Technology team, the AVL Technician supports technology operations for campus events and delivers audio, visual, and lighting (AVL) services to the college community and external clients.

## General Responsibilities:

Responsibilities include, but are not limited to, the following:

1. Provides AVL technical services for campus events year-round, working in collaboration with Special Events, OIT, Athletics, Chapel, and Physical Plant.
2. Facilitate sound mixing, lighting operation, video projections, and video streaming/recording for events and performances as assigned by the supervisor.
3. Pre-production duties include creating video presentation playlists and developing titles and on-screen graphics.
4. Post-production duties include transferring, editing and exporting projects to digital media and cloud services. Maintain an archive of completed projects.
5. Provide support for equipment check-out/usage.
6. Report equipment issues and troubleshooting to the supervisor.
7. Attend departmental meetings.
8. All other duties as assigned by supervisor

## Qualifications:

### A. Minimum:

1. Must possess understanding of audio/visual equipment and operations.
2. Must have experience in video production and live streaming.
3. Must have experience in live sound reinforcement.
4. Must have experience with Microsoft Office programs including PowerPoint.
5. Must possess the ability to multi-task and coordinate multiple projects/events simultaneously.
6. Must be flexible with work schedules to meet deadlines and effectively support campus events, which regularly occur in the evening and on weekends.
7. The ability to meet all requirements and timelines with minimal supervision.
8. The abilities to lift and carry 50lbs and occasionally lift/move up to 150lbs; sit and/or stand for extended time periods.
9. Professional appearance and the ability to effectively interact with persons at all organizational levels are essential.
10. Must be a self-starter and know how to take initiative.



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## B. Preferred:

1. Experience using ProPresenter
2. Experience with Obsidian Onyx or similar lighting control software
3. Experience troubleshooting computers and basic networking, e.g. LAN control of projectors, cameras, video switchers, and other audio visual equipment.
4. Possess basic understanding of electrical principles and have basic wiring skills and knowledge of single phase electrical connections.

**Status: Part-Time, Non-Exempt**

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to [employment@grace.edu](mailto:employment@grace.edu).

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