

PATRICK HENRY COLLEGE

POSITION DESCRIPTION

Title: Audio Visual Technician (Junior)

Department: Information Technology

Reports to: Director of Information Technology

Supervises: N/A

POSITION SUMMARY: The Audio-Visual Technician (Junior) is responsible for setting up and running sound, video, and lighting systems for campus events, and ensuring audio visual systems in classrooms, meeting spaces, and dormitories are maintained and operational.

ESSENTIAL JOB FUNCTIONS:

- Independently set up and run small events and assist the Audio-Visual Manager with large events.
- Schedule AV Technicians as needed to support set up, tear down, and operation of events.
- Proactively communicate with faculty, staff, and students to ensure excellent customer service.
- Set up and operate video equipment for livestream/recording including assembly of video switchers and cameras.
- Set up configuration and mixing on various digital consoles.
- Set up of theatrical lighting, dimmer packs, power, and configuration of DMX systems and lighting consoles.
- Able to manage AV systems and troubleshoot in high-pressure situations.
- Configure basic network connectivity for AV.
- Train new student AV technicians
- Train and assist Faculty with basic classroom AV systems.
- Ensure recordings are archived in a timely manner.
- Have willingness to learn and support computer systems.

INTERACTION/COMMUNICATION:

Internal: Staff, faculty, administration, students and student workers.

Nature of Communication: Responding to individual questions or issues, problem solving, information sharing, training, mentoring, advising, recommending, consulting and directing.

External: Vendors including technical support personnel and parents.

Audio Visual Technician (Junior)

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Nature of Communication: Information sharing and problem resolution.

FINANCIAL RESPONSIBILITY: N/A

MINIMUM QUALIFICATIONS:

- Ability to work flexible hours to include nights and weekends.
- Strong desire to learn new technologies and AV systems.
- Ability to work independently.
- Strong leadership skills.
- Physically able to do the following:
 - Lifting, moving, and carrying heavy equipment and boxes
 - Standing and walking for long periods
 - Climbing ladders and lifting objects overhead

EMPLOYEE CLASSIFICATION: Full Time, Non-exempt