

PART-TIME
AV TECHNICIAN QUALIFICATIONS & RESPONSIBILITIES

• **Essential Job Functions**

- Audio Engineering
- Operate and manage sound consoles and other AV equipment during events
- Ensure optimal sound quality for live audiences, recordings, and live streams.
- Perform regular sound checks and troubleshooting as needed.
- Media Integration
- Presentations for events ·
- Schedule and run live-streams for all applicable live events
- Ensure quality audio and video output for both in-person and online audiences.
- Coordinate with technology teams to prepare visual and streaming content in advance.
- Troubleshoot presentations or streaming issues promptly and efficiently during live events. · Event Support
- Set up, test, and tear down stage and AV equipment for school day and evening events.
- Assist with microphone, monitor, lighting, and cabling needs.
- Maintain a clean, safe, and organized tech booth, stage area, and equipment storage.
- Maintenance & Inventory
- Regularly inspect, maintain, and log audio/visual equipment.
- Report and assist with necessary repairs or replacements of equipment.
- Help manage inventory of sound and AV components.
- Collaboration & Scheduling
- Coordinate with Mayor to meet event needs.
- Be punctual and prepared for all scheduled events, including weekend and evening obligations.
- Work well within a team, adapting to last-minute changes with professionalism.
- Performs any and all other duties as assigned.
- **Preferred Qualifications:**
- Prior experience in school, theater, auditorium, or performance-based AV environments.
- Background in theater tech, broadcast, or live production.
- Familiarity with networking, wireless mic systems, and basic lighting design

A combination of education and experience may be considered.

Compensation commensurate with qualifications ranging from \$15.00-\$25.00 an hour