

Audio Visual Services Coordinator

Position Description

Penn Manor School District

Title: Audio Visual Services Coordinator **Approved: 01/04/2020**

Reports To: Director of Technology

Job Summary

The Audio Visual Services Coordinator provides audio and visual support for events, classrooms, and school auditoriums. Primary responsibilities include providing a variety of audio/video support, video production, live streaming event support, maintenance of technical equipment, digital signage, and oversight of student assistants. This position serves as the manager of the Penn Manor High School Auditorium. The Audio Visual Services Coordinator interfaces with faculty and staff on a continual basis and requires a high degree of interpersonal skill, customer service orientation, and human relations ability. Examples of demonstrative high quality service may include, but are not limited to, prompt responses to inquiries, professional and courteous verbal and non-verbal communication, and proactive problem solving.

Primary Duties and Responsibilities

1. Provide technology support services for school events, performances, meetings, and special programs, including live sound and video production, internet streaming services, and video conferencing
2. Serve as the primary district point person for Penn Manor High School Auditorium, its ancillary spaces and music rooms; Coordinate with office staff to schedule events; approve placement of furnishings, equipment, and supplies; manage and support technical needs of shows, performances, and productions; direct and mentor student assistants and volunteers; support middle school auditorium AV services
3. Administer, manage, program, and support all aspects of Penn Manor High School Auditorium technical, musical, and theater systems including, but not limited to, audio and sound, video equipment, lighting, video distribution, and storage
4. Plan, coordinate, and implement all phases of the audio visual production process including pre-production, production, and post-production; work across teams to identify event and production needs, and bring such projects to successful fruition
5. Install, maintain, and troubleshoot technology systems for event spaces, classrooms, and offices, including digital signage, video conferencing, voice systems, and other AV equipment
6. Shoot, edit, and produce videos for school announcements, events, and instructional purposes; create and manage media for district websites, YouTube, and other platforms
7. Provide education, knowledge, and technical training for staff, faculty, principals, and parents; develop and maintain technical documentation, FAQs, knowledgebase articles, and training materials

8. Foster customer relationships through ongoing issue status updates and other communications; serve as the technical liaison for third-party software vendors
9. Collaborate with the Technology Team to proactively build accessible and effective technology solutions and systems; assist students and staff with technical troubleshooting, problem resolution, and hardware repair support
10. Remain current in the field of AV production and technology by attending workshops, reading online and print publications, and observing programs in other districts & institutions
11. Perform other duties and projects assigned by the Director of Technology, Assistant Technology Director, or Leadership Team

Qualifications

Experience providing audio, lighting, video, and projection production support
 A degree in a related field or 2 or more years experience with live event and theatrical production
 Experience with video production equipment including cameras, live audio/video mixing, and internet streaming
 Proficiency with professional photo and video production software
 Demonstrate the ability to quickly learn highly technical information and apply the knowledge to a demanding environment.
 Valid Pennsylvania driver's license and access to personal transportation required
 Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
 Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
 Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
 Submission of Federal Criminal History Record in accordance with Act 114 of 2006
 Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Physical Demands

Ability to reach above and below the waist
 Ability to use fingers to pick, feel and grasp objects
 Ability to lift and/or carry supplies weighing no more than 40 lbs.
 Ability to frequently walk, stand, and move throughout the work environment

Sensory Abilities

Visual acuity
 Auditory acuity

Work Environment

Normal school building environment
 Subject to inside environmental conditions

Temperament

Must possess excellent interpersonal skills and have the ability to effectively communicate with all members of the district community

Able to handle multiple priorities, make sound judgments, and work in a fast-paced environment with frequent interruptions
Able to provide outstanding customer service to students, staff, faculty, and parents
Possess experience responding with sensitivity to individuals from diverse backgrounds
Able to establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and parents
Must be able to learn and adapt to change in the work environment, accept constructive feedback, work cooperatively in group situations, and work actively to resolve conflicts
Maturity and integrity when handling confidential data

Cognitive Ability

Ability to communicate effectively, both written and verbal, and to present information effectively to small and large groups
Flexibility and capability to manage, organize, and prioritize multiple tasks
Ability to analyze, interpret, and solve detailed and highly technical problems across a range of hardware and software systems

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

Board Approved: January 4, 2020