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| Job Title | Media Services Technician |
| PVN ID | GS-2407-006364 |
| Category | Information Technology |
| Location | The GRADUATE CENTER |
| Department | Information Technology Media Services |
| Status | Part Time |
| Hourly Rate | \$50.00-\$50.00 |
| Hour(s) a Week | 19.00 |
| Closing Date | Sep 26, 2024 (Or Until Filled) |

General Description

Providing the delivery of on-site AV support for events offered through the Graduate Center's Office of Special Events and Public Programs and reporting to the Media Services Manager, the Media Services Technician manages and oversees the AV support for live performances and public events that take place at the Graduate Center in the evenings and on Sundays. The Media Services Technician will oversee all pre-event planning, resource scheduling, live event management and will provide post-event debriefings. They will assist in determining and delivering AV needs for assigned live performances and public events. They are responsible for the deployment and breakdown of AV equipment, onsite management of the productions AV needs, quality control, and when necessary, support to outsourced vendors. The position requires a high degree of client engagement with excellent facilitation, strong communication and strategic consulting skills.

This position is part-time at 19 hours per week. The position *requires fulfilling a regular seven-hour Sunday shift (7:00 am to 2:00 pm)* and providing up to 12 hours of on-site AV support to events scheduled during the week in the evenings.

Other Duties

- Set up, operate and monitor staging, lighting, audio and video technology at the Graduate Center for online, hybrid or in-person meetings, programs, and events;
- Set up, operate, and monitor staging, lighting, audio and video technology at the Graduate Center facilities, including the auditoriums, theatre, gallery, and conference spaces;
- Set up, monitor, and troubleshoot live streams for stream quality during live-streaming productions, support live streaming using Zoom, Webex, or Teams;
- Work with internal and external clients for event support and management, including preparing, setting up, and operating audio-visual and control equipment for performances, special engagements, conferences, meetings, seminars, etc.;
- Routine inventory, maintenance, and repairs of audiovisual and theatrical production equipment under the

direction of the Media Services Manager;

- Collaborate with Graduate Center staff to deliver successful performances, productions and events;
- Collaborate with external vendors and partners to deliver AV and media services as needed;
- Serve at the Media Services Technician for programs scheduled at the Graduate Center on Sundays and in the evenings during the week;
- Other duties as assigned.

Qualifications

- Expert knowledge of the standards of live event production, specifying the appropriate equipment and level of technical support for the event;
- Expert knowledge with common instructional and presentation technology equipment (e.g., document cameras, presentation remotes, projectors, video displays, video conferencing hardware and software, video signals and cables);
- Expert knowledge of professionally installed audio-visual systems. Knowledge of and experience with AMX, Crestron, or Extron hardware and control systems in preferred;
- Expert knowledge with sound mixers, amplifiers, speakers and microphones.
- Possess a core understanding of audio signal flow;
- Working knowledge of Windows and Apple computers, digital video and audio formats, software and workflows, and basic wired and wireless IP network setup and troubleshooting;
- Ability to read, understand, and complete work based on standard industry technical drawings and production documentation;
- Experience performing minor repairs on AV booth and performance space equipment and technology;
- Ability to communicate effectively with diverse constituencies; ability to explain complex technical issues in simple language; the ability to listen and respond to the concerns/ideas of others;
- Ability to work effectively with Graduate Center staff, internal and external constituents, and rental clients with varied technical expertise;
- Ability to work independently, manage time, punctuality, and organize work assignments; speakers, lights, props, etc.);
- Comfortable communicating effectively in person, by phone, and other audio devices that are used in auditorium/theatre settings (e.g., telephone, walkie-talkie, radio headsets, digital messaging app, online software, etc.)

QUALIFICATIONS:

- Degree or certificate from film, video or live event production training program **and** no fewer than five years (5) of related experience in live performance AV/Tech support, **AND**
- Possession of the core competencies determined to be required at the time of hire.
- Audiovisual Network Professional (ANP), InfoComm Certified Technology Specialist (CTS), or other industry certifications are considered a plus.
- Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, grants administration as evidenced by signing an attestation at the time of employment.