

Job Posting

| Position | Department | Reports to | FTE | FLSA Class |
|---------------------|-------------------------|-------------------------------------|-----|------------|
| Lead AVL Technician | Audio Visual Technology | Director of Audio-Visual Technology | .38 | Non-Exempt |

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

Scope of Responsibilities: Serving as part of the Audio-Visual Technology team, the Lead AVL Technician assists in managing the technology operations for campus events. This position also provides support to the college community and external clients for audio, visual, and lighting (AVL) services.

General Responsibilities:

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

1. Manages AVL technical services for campus events year-round, working in collaboration with Special Events, OIT, Athletics, Chapel, and Physical Plant.
2. Assist in the hiring, training and supervising of student employees.
3. Be present for events requiring advanced technical support, e.g. concerts, commencement, athletic events, and other high-profile events as assigned by supervisor.
4. Facilitate sound mixing, lighting operation, video projections, and video streaming/recording for events and performances.
5. Pre-production duties include creating video presentation playlists and developing titles and on-screen graphics.
6. Post-production duties include transferring, editing and exporting projects to digital media and cloud services. Maintain an archive of completed projects.
7. Participate in the planning and scheduling of events, budgets, and purchases.
8. Provide support for equipment check-out/usage.
9. Assist in the maintenance, repair and upgrades to current audio and video systems.
10. Attend weekly departmental and supervisor meetings.
11. All other duties as assigned by supervisor

Qualifications:

Minimum:

1. A 2-year degree in audio engineering, video production, or related programs. Will also accept candidates with 3+ years field experience.
2. Must possess understanding of audio/visual equipment and operations.
3. Must have experience in video production and live streaming.
4. Must have experience in live sound reinforcement.
5. Must have experience with Microsoft Office programs including PowerPoint.
6. Must possess the ability to multi-task and coordinate multiple projects/events simultaneously.
7. Must be flexible with work schedule to meet deadlines and effectively support campus events, which regularly occur in the evening and on weekends.
8. The ability to meet all requirements and timelines with minimal supervision.
9. The abilities to lift and carry 50lbs and occasionally lift/move up to 150lbs; sit and/or stand for extended time periods.

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10. Professional appearance and the ability to effectively interact with persons at all organizational levels are essential.
11. Must be a self-starter and know how to take initiative.

Preferred:

1. Experience using ProPresenter
2. Experience with Pro Tools or Logic Pro
3. Experience with Adobe Creative Suite, specifically Premiere Pro & Photoshop
4. Experience with Obsidian Onyx or similar lighting control software
5. Experience troubleshooting computers and basic networking, e.g. LAN control of projectors, cameras, video switchers, and other audio-visual equipment.
6. Possess basic understanding of electrical principles and have basic wiring skills and knowledge of single-phase electrical connections.
7. Experience in carpentry and light-duty rigging is a plus.

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.

Posted: 11/19/2024