

# PROVIDENCE CHRISTIAN ACADEMY

**TITLE: A/V Support Technician**

**EFFECTIVE DATE: March 19, 2021**

## **I. SUMMARY**

The job of A/V Support Technician is performed under the general direction of the Director of Technology and is designed to assist in maintaining audio/visual systems in both live venues and classrooms. The technician is also responsible for helping plan live events and working with faculty, staff, and students to understand how to properly use A/V systems. He or she will also provide recommendations for upgrade and maintenance for A/V systems across the campus.

## **II. JOB DUTIES - May include, but are not limited to, the following**

- Set up and install media equipment such as LCD projectors, speakers, TVs, video monitors, and cameras. Install connected equipment and cabling.
- Set up and alter room arrangements including tables, seats, and stages according to blueprints, layout diagrams, and schedules.
- Weekly inventory and perform maintenance on all A/V equipment and spaces.
- Serve as on-sight A/V support for all events happening within the Providence community including some nights and weekend.
- Inspect classrooms, event spaces, and athletic facilities (A/V related) for damage, cleanliness, and document issues to be addressed. Give documentation to the Director of Technology.
- On occasion assist the Technology department with non-A/V related support.
- Provide training as needed to site personnel in the operation of A/V equipment and related software.
- Advise the Director of Technology on upgrades necessary to maintain functionality in school spaces.
- Work with Technology to develop the next generation of classroom A/V, install, and implement that technology.
- Performs other related duties as assigned.

## **III. MINIMUM QUALIFICATIONS - EDUCATION / EXPERIENCE REQUIREMENTS**

- Educational requirement: High School diploma or GED equivalent.
- Technology requirement: Knowledge of Microsoft Office and Mac OS, knowledgeable about troubleshooting A/V equipment, experience with a variety of A/V technologies and their application. Use of Google to solve issues.
- Experience: Proficiency in running A/V for live events. Experience dealing with installing A/V equipment as well performing basic maintenance.
- Preferred Qualifications: AA Degree or Higher Knowledge in A/V, experience with X32 platform, ETC lighting consoles, or a variety of Projectors.

## **III. FUNCTIONAL COMPETENCIES**

- Communicate effectively and professionally with students, teachers, administrators and other staff members.
- Lift and transport heavy parcels, materials, supplies, books and parts.
- Adhere to established work and safety procedures.
- Perform simple and repetitive tasks as well as complex and varied tasks.
- Follow verbal and written instructions, and make independent decisions based on data or sound judgment.

- Work independently with little direction.
- Organize tasks and set priorities, including managing multiple tasks simultaneously and completing tasks on schedule.
- Establish and maintain both cooperative working relations.

#### **IV. PHYSICAL ENVIRONMENT/WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently or continuously required to use fine, simple gross and powerful grasp manipulation.
- Frequently or continuously required to sit, use foot controls, push and pull and reach at shoulder level.
- Occasionally required to stand, walk, bend, stoop, squat, climb, twist at waist, reach above shoulder level, upwardly extend neck, flex neck downward.
- Frequently required to lift, push and/or pull objects that weigh approximately 30 to 50 pounds.
- Infrequently may be required to transport over 100 pounds with a hand cart or hand truck.
- Occasionally exposed to indoor/outdoor environmental conditions including heat, cold, humidity, dust, wind, noise, vibrations, fumes, and odors.
- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines.
- Ability to conduct verbal conversation in English and, possibly, a designated second language; hear normal range verbal conversation (approximately 60 decibels).
- Sit, stand, stoop, kneel, bend and walk; sit for sustained periods of time.
- Climb slopes, stairs, steps, ramps and ladders; lift up to 50 pounds; carry up to 50 pounds.
- Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, hip flexion and extension and knee flexion.
- Operate office machines and equipment in a safe and effective manner; demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy.

#### **IV. PROVIDENCE COMPETENCIES**

- Maintains a growing relationship with Jesus and is actively involved in a local church.
- Demonstrates knowledge of the Providence Employee Handbook.
- Demonstrates unquestionable professionalism, impeccable integrity, and enthusiastic hard work with all customers (coworkers, students, families, visitors, etc.)
- Performs other duties and responsibilities as required.
- Commitment to continual professional development.
- Enthusiastic commitment to the mission of the school.
- Cultivate a partnering relationship with parents and coworkers.

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**The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all job duties performed by the personnel so classified.**