



**BISHOP LYNCH  
HIGH SCHOOL**

**Multimedia Support Specialist**

**FLSA Status: Non-Exempt**

**MISSION**

Faithful to Catholic Tradition and to our Dominican heritage of scholarship and service, Bishop Lynch High School promotes the development of the total person by bringing together a diverse community in a rigorous, college preparatory environment where students are taught to strive for excellence, seek truth, and work for justice in the world.

**SUMMARY**

The Multimedia Support Specialist assists the Technology Team with the implementation of the goals of Catholic education as outlined in *The Holy See's Teaching on Catholic Schools* (Archbishop Michael Miller):

- Inspired by a Supernatural Vision
- Founded on a Christian Anthropology
- Animated by Communion and Community
- Imbued with a Catholic Worldview
- Sustained by Gospel Witness

Qualified candidates will be driven and inspired by the mission of Catholic schools to form young men and women in a high school setting “who will be good citizens of the world, loving God and neighbor and enriching society with the leaven of the gospel, and who will also be good citizens of the world to come, thus fulfilling their destiny to become saints” (Miller, p. 20).

**General Description:** The Multimedia Support Specialist will assist the technology team with providing technology support for audio/visual equipment and educational technology systems, across all departments at Bishop Lynch High School. Reporting to the Director of Information Technology, this professional will possess a desire to learn and contribute as well as proficiency in Microsoft Office products. The employee will ensure that a responsive and customer-oriented culture serves the needs of all stakeholders.

- Familiarity with basic Information Technology terms and concepts
- A positive attitude, a growth mindset, and a willingness to learn and contribute to the success of the team are required.

## **General Responsibilities**

- Supporting the Technology Team as we support our employees and students on use of various systems, including but not limited to:
  - SmartBoard and Newline Interactive Flat Panel devices
  - Short- and Long-throw projectors
  - Speakers (IP, Bluetooth, wireless, and wired) and related devices, such as microphones
  - Analog and digital mixers (sound board)
  - Knowledge of data privacy regulations, such as FERPA, and experience in ensuring compliance a plus
- The Multimedia Support Specialist will participate in rotating departmental “on call” duties
- After-hours work (weekday and weekend) will be required to support various on-campus (school and non-school) activities and events
- Set up and operate audio and video equipment for school and non-school events, presentations, meetings, and performances before, during, and after school as needed
- Ensure proper functioning of microphones, speakers, projectors, video cameras, and related AV equipment in all areas of campus
- Physical Requirements: The successful candidate must be able to lift and carry objects weighing up to 50 pounds unassisted. This may include tasks such as moving equipment, supplies, or other materials as necessary for the role.

## **Specific Responsibilities include, but are not limited to:**

### Technical Support:

- Provide technical support to teachers, staff, and students in the use of audio/visual equipment.
- Troubleshoot and resolve technical issues promptly to minimize disruptions.

### Event Support:

- Collaborate with event organizers to understand audio/visual requirements for school and non-school functions, performances, and assemblies
- Coordinate and execute audio/visual setups for special events.

### Maintenance and Repairs:

- Conduct routine maintenance on audio/visual equipment to ensure optimal performance.
- Identify and address technical malfunctions, coordinating with vendors for repairs when necessary.

### Training and Documentation:

- Conduct training sessions for staff and students on the proper use of audio/visual equipment.

- Create and update documentation on equipment setup, operation procedures, and troubleshooting steps.

#### Collaboration:

- Collaborate with all relevant departments to integrate audio/visual technology into the curriculum and extracurricular activities.
- Communicate effectively with teachers, administrators, and other stakeholders to understand their AV needs.

#### Stay Informed:

- Stay abreast of technological advancements in audio/visual equipment and recommend upgrades or new purchases as needed.
- Attend relevant training sessions and workshops to enhance skills and knowledge.
- Other duties as assigned by the Director of Information Technology as needed

#### **Required Qualifications**

- Bachelor's degree or equivalent experience/certifications.
- Communication and interpersonal skills appropriate to the candidate's level of experience.
- Proven experience in operating and maintaining audio/visual equipment.
- Proficiency in troubleshooting technical issues related to audio and video systems.
- Ability to work flexible hours, especially during events and peak periods.
- Knowledge of current trends and best practices in audio/visual technology.
- Ability to lift and carry equipment, including speakers, projectors, and cables.
- Comfortable working in various environments, including auditoriums/theaters, gymnasiums, common areas, classrooms, and outdoor spaces.
- Problem-solving skills appropriate to the candidate's level of experience.

#### **Preferred Qualifications**

- Exposure to or expertise in Microsoft 365 suite, Teams, OneDrive, SharePoint, and other relevant Microsoft solutions.
- Exposure to or experience with technology infrastructure management, network systems, and security protocols.

Qualified candidates should email resume to [resume@bishoplynch.org](mailto:resume@bishoplynch.org).