



**WILLIAM JESSUP
UNIVERSITY**

JOB TITLE: Audio/Visual Production Specialist
DEPARTMENT: Media Services
SUPERVISOR: Media Services Director
FLSA STATUS: Non-Exempt

MAJOR PURPOSE:

The Audio/Event Technical Specialist supports, manages, and ensures operating capabilities of technical equipment for events campus wide. This position is responsible for servicing event needs through audio and visual support services in coordination with client needs and best practices. This position also manages, trains, and mobilizes a student workforce focused on quality, high level production of theatre, music, and conference events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Oversees technical needs of internal and external events
2. Responsible for creating a high-level audio environment
3. Supports and maintains in-house A/V Equipment
4. Manages and directs audio as well as live video production
5. Manages production of podcast content
6. Troubleshoot technical issues in a timely matter
7. Hires, trains, schedules, and supervises student audio and video techs
8. Creates a high-quality industry standard A/V environment for all events
9. Other duties as assigned by the Media Services Director

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:

- 3+ years experience and Bachelor's degree or equivalent required

REQUIRED KNOWLEDGE/EXPERIENCE:

- Ideal candidate has a background in live sound with capabilities in other areas of production.
- Expert knowledge and experience with digital audio production for the live environment. This includes an advanced knowledge of wireless systems, patching, audio design, and mic techniques.
- Possess a deep understanding of the principle tools of audio engineering including compression, EQ, dynamics, etc..
- Working knowledge of live video production and systems. Familiar with current industry standard formats and techniques.
- General knowledge of musical equipment including drums, amps, violins, etc. and best mic practices for each.
- General knowledge of lighting design/programming and how to operate digital consoles and intelligent fixtures.
- Knowledge of power requirements and ability to calculate power draw and load.

- Commitment to the principles and processes for providing excellent customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

SKILLS/ABILITIES:

- Strong organization and time management skills
- Advanced knowledge of audio mixing
- Strong drive for excellence in all aspects of their work and the work of their teams.
- A results oriented individual who thrives working in a fast-paced environment
- Strong written and oral communication skills
- Strong organizational and project management skills with effective results focus within a production environment
- Strong analytical and problem solving skills
- Self-motivated with the ability to manage changing priorities and meet deadlines personally and while leading a team
- Proven ability to be flexible and work hard, both independently and within a team environment, in a high priority customer service, on-call environment with changing priorities
- Willingness to work occasionally outside of normal business hours in response to needs of the systems being supported or production schedules.
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PREFERRED KNOWLEDGE/EXPERIENCE:

- Knowledge of and experience in the Adobe Creative Cloud suite, in particular Audition
- Experience mixing large orchestral and choir performances
- Experience in theater production
- Experience with Avid Venue consoles
- Experience using Pro Tools
- Experience managing and working with contractors and support services

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:

The employee works within a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. The employee also works in outdoor or unconditioned spaces. There are no hazardous or significantly unpleasant conditions.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. The employee should be comfortable with heights and be willing to learn and operate a scissor lift. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date