

Job Description: Audio Video Technician

Summary:

The focus of the Audio Video Technician (A/V Tech) is on the daily care and upkeep of audio video components; ensuring they are maintained to a high level and conducting or arranging repairs when required. The candidate must be a “self-starter” with a strong customer service ethic, the ability to analyze situations and troubleshoot problems and deliver appropriate solutions. The ideal candidate will possess a general working knowledge of accepted museum/gallery standards about audio visual performance and maintenance. The candidate should be familiar with the tools and equipment needed to install and maintain audio video equipment and the software programming needed to setup the A/V systems for internal and external events.

Basic Function and Responsibilities (including but not limited to):

- Support the installation and maintenance of all audio video components in the Museum. Responsible for routine maintenance, cleanliness and repair of all A/V equipment. Where possible, effect immediate repairs, and assess the need for changes in design or materials.
- When required, acquire parts, equipment or external expertise to assist in effecting repairs.
- Maintain A/V procurement, installation and maintenance records according to manufacturer’s warranty requirements.
- Create a building-wide wiring diagram needed to build out A/V components or A/V infrastructure.
- Utilize mechanical drawings, schematics, and product manuals to assist installation, repair and maintenance of A/V components.
- Must be comfortable working on large (16 ft) ladders to reach projectors, speakers and wires in the ceilings of the Museum.
- Maintain a clean, organized, and safe work environment. Observe safety and risk management procedures in public areas and work spaces.
- Maintain inventory of building materials, tools/equipment and audio-video consumables and order supplies as needed.
- Maintain a complete inventory and status reports for all A/V equipment.
- Assist in the setup and tear-down of A/V related to temporary/traveling exhibits and displays.
- As required, assist with set-up and strike of A/V for special events and rental functions, many of which are off-hours.
- As required, assist building services staff in projects.

Physical Demands:

While performing the duties of this job, employee is regularly required to stand, walk, and sit; extended periods of walking and moderate physical activity required. The employee will use hands to feel and manipulate tools and materials and reach with hands and arms. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Qualifications:

The requirements listed below are representative of the knowledge, skills and abilities required to perform the necessary functions of this position.

- Prior experience in museum/gallery or tradeshow audio visual support is a plus.
- Deep understanding of audio-video equipment, with the ability to learn new skills regarding operating and maintaining specialize A/V systems, including a willingness to keep up with advances in A/V technology.
- Ability to work in a fast-paced environment, able to analyze situations, responding quickly to deliver effective solutions.
- Ability to establish and maintain effective working relationships with peers and supervisors.
- Ability to communicate effectively both orally and in writing.
- Ability to keep and maintain accurate records.
- Demonstrated ability to solve problems independently and show initiative as well as work as part of a team to land upon best direction to ensure the very best experience for each museum guest.
- Willingness to work flexible schedule including evening and weekends.
- Ability to read, analyze and interpret design schematics, shop/fabrication drawings, and standard business documents. Ability to write reports, business correspondence, and procedural guides. Ability to effectively present information and respond to questions from co-workers and the general public.
- A valid Texas driver's license is required.

Specific hardware and software experience requirements

Equipment

- AMX – Netlinx NI-2100
- BSS Soundweb London BLU-800
- Crown Amplifiers
- HDBaseT wiring and connectors
- Shure and Sennheiser audio equipment (PA, Wireless Receivers/Transmitters)
- Projectors (Christie, Panasonic, Optima, ViewSonic, Laser/Lamps)
- HD-SDI wiring and connectors
- PC/Mac/Raspberry pi
- Christie 4-D System

Audio programming and automation systems

- AMX programming
- Soundweb programming

- Crestron
- Audio over Ethernet (Cobra Net, Q-LAN, Dante)

Digital Signage

- Screens (LCD, Plasma, OLED)
- Software (Omnivex, Rise Vision, Xibo)

Events

- A successful applicant needs to have a flexible schedule to accommodate supporting off-hour events.
- Run all A/V for live internal events, such as lecture (sound mixer/microphones, video equipment, including projectors/laptops).

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