

STERLING COLLEGE

Job Description

Director of Audio-Visual Technology

June 2024

Reports to: Student Life Director and Spiritual Life Director

Classification: This is a part time, non-exempt position

Description:

The Director of Audio-Visual Technology's main purpose is to plan, coordinate and run audio-visual technology systems for campus events, belonging both to staff and students alike.

Responsibilities:

- Plan, setup, run and teardown (and/or any combination of these) Chapel services and campus events with the Assistant to the Director of Audio-Visual Technology, typically (but not limited to) in the following capacities:
 - Communicating, planning and coordinating with the Campus Pastor, Worship Leader and other individuals involved in the planning of Chapel services in regard to their technology requests insofar as they are able to fulfill, with the aid of their Assistant:
 - Setting up, running and tearing down a music performer's instrument beyond their personal responsibility: The instrument itself, its microphone (if applicable) and its programming, as well as their monitoring setup (if applicable)
 - Programming the soundboard, lightboard and other related elements, in accordance with those who are responsible for them
 - Programming, running and teaching others the soundboard and/or presentation aid software
- Professionally recording, editing and publishing the Chapel services as podcast episodes in accordance with the requirements and guidelines of the Higher Learning Commission to retain the school's accreditation in the conference
- Keeping Sterling College in accordance with copyright law and the licensing agreement with Christian Copyright Licensing International:
 - Maintaining the CCLI license, i.e., renewing it in a timely fashion
 - Moderating choices for songs performed at Chapel services and the like, to prohibit and prevent illicit and illegal usages and performances not covered by the license or at the exclusive discretion provided or allowed by the respective rights holder(s)
 - Filing reports following each service
- Maintain, service, purchase and dispose of audio-visual equipment and software:
 - Including, but not limited to, ProPresenter, Ableton Live, Adobe Creative Cloud Suite, Karafun, QLab, etc.
- Coordinate and plan with event hosts to meet their audio-visual requests as the Director sees fit, sometimes with the aid of their Assistant
- Train, coordinate with and work alongside the Assistant to the Director of Audio-Visual Support
- Act as a pseudo-liaison of an Information Technology representative insofar as they are able, if available and willing

Qualifications:

A qualified candidate must have a personal commitment to Jesus Christ and support the Christian character and mission of Sterling College. The candidate must also possess a clear understanding of and ability to articulate the essentials of a Christian liberal arts college.

- Experience in live audio-visual technology required
- Experience with ProPresenter, Ableton Live, QLab, Karafun, Microsoft Office and Adobe Creative Suite programs required
- Enough familiarity with standard practices for live performances to direct and educate others on their team
- Ability to work independently and responsibly while managing numerous projects simultaneously
- Ability to collaborate and deliver favorable services to the best of one's ability and circumstances, most commonly in fast-paced situations
- Ability to build excellent relationships with on-campus constituents

Essential Job Functions:

- Must be able to push, pull and lift a minimum of 75 pounds.
- Must be able walk up and down stairs while pushing, pulling and/or lifting a minimum of 75 pounds.
- Exercise quick-thinking and flexibility in fast-paced environments and situations.
- Possess forward-thinking, creative problem-solving skills, both in preliminary and active stages, as well as being able to synthesize possible diagnoses for plans, recaps and troubleshooting, often with enough discernment to communicate their conclusions with their team.
- Be able to coordinate movement of the fingers and hands as well as have the adequate dexterity and strength to complete tasks.
- Frequently bend body downward and forward by bending spine at the waist.
- Be able to stand for long periods of time.
- Be able to sit for long periods of time.
- Communicate with people effectively, especially if they are not on a similar plane of knowledge.

Education/Experience:

- Bachelor's degree required.
- At least 2-4 years of experience in the live audio-visual technology space required.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.