



Position: Audio Visual Tech Assistant

Department: PVCC Arts

Employment type: Part-time, 20 hours or less

Overview: As a member of the PVCC Arts Department, the Audio Visual Tech Assistant (AVTA) supports theatre tech in the theatre space(s) and helps the Technical Director and Assistant Technical Director during performances as well as other staff members. Familiarity with theatre and audio visual technology is essential to this position. The AVTA will need to be available for all productions during the semester.

Work Schedule:

Job Duties and Required Competencies:

Career & Self-Development

- **Skills:** Proactive approach to personal and professional learning; awareness of strengths and areas for development.
- **Tasks:**
 - Discuss goals with supervisor for your future career objectives throughout the work experience.
 - Articulate your strengths and weaknesses to pursue a career in field.
 - Seek out learning opportunities and complete research as needed, specifically with Microsoft and Apple products.

Communication

- **Skills:** Strong written and verbal communication skills; ability to provide clear and effective instructions.
- **Tasks:**
 - Communicate with supervisor regarding additional supply needs, equipment issues, and occurrences of missing supplies and/or equipment.
 - Meet weekly with supervisor to understand upcoming performances and events to prepare in advance.

- Submit equipment inventory to Technical and Assistant Technical Directors on a monthly basis.

Critical Thinking

- **Skills:** Ability to analyze and interpret information to make decisions and resolve issues.
- **Tasks:**
 - Anticipate AV equipment needs in case of malfunctions and be actively aware during all performances.

Equity & Inclusion

- **Skills:** Inclusive and equitable engagement with diverse populations; advocacy for inclusion and equity.
- **Tasks:**
 - Work equitably with everyone. Be open to differing opinions and cultural norms from your own.

Leadership

- **Skills:** Creating an environment of working together as team.
- **Tasks:**
 - Manage equipment inventory and organization of equipment for easy location and use.

Professionalism

- **Skills:** Effective work habits; acting in the interest of the larger community and workplace.
- **Tasks:**
 - Demonstrate appropriate business conduct at all times.
 - Complete projects and create supporting materials as assigned by the supervisor in a timely manner.
 - Uphold PVCC College policies and procedures.
 - Be on time and present for all productions.
 - Be on time and available for all pre-production preparations.

Teamwork

- **Skills:** Collaborative work within a team; building and maintaining positive working relationships.
- **Tasks:**
 - Interact with coworkers to share knowledge and resources to support learning.
 - Maintain order in event spaces at all times.
 - Tidy and maintain workspaces.

Technology

- **Skills:** Assist and support learning of tech skills and techniques of product.
- **Tasks:**
 - Familiarity with PA Systems including microphones, cabling and speakers.
 - Familiarity with the Video Systems including use of the projectors, cabling and playback equipment.

Additional Responsibilities:

- Support the Technical Director and Assistant Technical Director with any additional tasks related to audio-visual technology as needed.

Required Qualifications:

- Familiarity with theatre and audio-visual technology.
- Experience with PA and video systems.

Additional Considerations:

- Availability for all productions during the semester.
- Flexibility to work evenings and weekends as required by the performance schedule.

By fulfilling these responsibilities, you will contribute to the seamless execution of theatre productions by ensuring the audio-visual technology is effectively managed and maintained, enhancing the overall quality of performances.

For more information, please contact the Federal Work Study (FWS) Program Coordinator at federalworkstudy@pvcc.edu