



Audio Visual Technician

Job Description

Department: Facilities and Operations

Reports to: Manager of Audio Visual

Hours: 20 Hours with
Possible Nights and Weekends

Rate: \$20/hour

Location: San Francisco

FLSA Code: Non-Exempt

Status: Part-Time

Date: August 29, 2017

POSITION PURPOSE:

The role of the Audio Visual (AV) Technician is to take direction from the Manager of AV in supporting significant components of The Walt Disney Museum's AV systems as well as providing a smooth and stable infrastructure. The role is to carry out planned preventative maintenance, reactive repairs and minor installation work in relation to the Audio Visual equipment

ESSENTIAL RESPONSIBILITIES:

- Provide a full range of AV technical duties including, minor AV installations, reactive AV work, repairs work, maintenance tasks, and set up AV equipment for daily and special events.
- Ensure gallery exhibitions are functioning correctly and tidy during regular museum hours and as required by special events.
- Provide general site services including the housekeeping of work areas.
- Carry out other AV related duties when required.
- Assist in the daily activities of the audiovisual and facilities team.
- Ensure a safe & healthy working environment, and compliance with all policies and procedures.
- Present a professional image to visitors, external event clients and vendors and ensure excellence in customer service.
- Ability to manage and co-ordinate multiple projects simultaneously.
- Provide technical support of internal and external systems.
- Identify, assess, and improve internal processes.

MINIMUM QUALIFICATIONS:

WORK EXPERIENCE:

2 years of experience in the audio visual or related industry.

SKILLS AND ABILITIES:

- Extensive knowledge of AV equipment, including good computer and software skills.
- Superior written and oral communications.

- Flexibility to work in a dynamic company atmosphere.
- Excellent organizational skills.
- Able to respond to emergency situations.
- Availability to support ongoing events.
- Must be a detail-oriented multi-tasker.
- Should possess excellent customer service and interpersonal skills to relate and communicate to all levels of the WDFM community.
- Must be a team player.

WORKING CONDITIONS:

PHYSICAL DEMANDS

SPECIAL ENVIRONMENTAL FACTORS:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Physical requirements include stooping, kneeling, bending, standing, squatting/crouching, crawling/kneeling, pushing/pulling, climbing (ladders) and reaching above the shoulders and lifting of up to 50 lbs. Lifting and transporting of moderately heavy objects, such as furniture, file cabinets, equipment, boxes, etc. will be required. Work may require occasional weekends and/or evenings.