



A/V Site Manager Job Description

Position Title: A/V Technical Site Manager
Department: Media
Reports Directly To: Media Arts Director

Directly Supervises: N/A
Indirectly Supervises: N/A
Date: 05/19/2022

BACKGROUND

NorthBay Education is a non-profit organization providing large-scale, innovative education programs to public school students. Headquartered in North East Maryland, NorthBay is the largest program of its kind, serving middle school students from Maryland and surrounding states with the goal of transforming lives and inspiring action by fundamentally changing the way students experience and engage in education.

NorthBay is seeking a full time A/V Technical Site Manager to ensure proper care and use of technical equipment at NorthBay within our school-year programming, summer retreat experiences, and working with our Guest Services department to assist with the setting up and training of the incoming weekend group production teams. A/V equipment maintenance, ordering, and any A/V set-up needs throughout campus. During the school week this position will be the lead Sound Engineer, and work alongside the media team to develop the lighting and stage design used for *NorthBay Live* daily productions.

NorthBay is looking for a highly motivated, independent worker with a willingness and ability to adapt quickly to changing environments/needs. Successful candidates must have experience with and the ability to troubleshoot, and repair audio and visual media equipment. Education/training and experience in theater, film or television arts and talent in videography, editing and video production is preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- NorthBay Live! (NorthBay's nightly character education show) Technical Coordinator.
- A/V Site Managing. Ensuring proper care and use of all A/V equipment on campus. Ordering, maintenance, set-up and movement of equipment.
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- NB Live Sound Engineer - Runs sound for NorthBay Live
- Responsible for set up of stage lighting & design (using Lightkey software)
- Runs technical aspects of NorthBay Live Talent Show
- Some video editing and production (using mac computers, adobe creative suite, and final Cut Pro)



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- Offsite Sound/Equipment Engineer
- Various other media needs as required (videography, photography, basic graphic design etc.)

QUALIFICATIONS:

- High School diploma or equivalent required
- Audio/Visual repair expertise
- Theater, film or television arts education and/or experience recommended
- Videography editing and production experience and demonstrated talent preferred

LANGUAGE SKILLS:

- Strong verbal communication skills required.
- Comfort speaking to a crowd is beneficial.