



The Buckley School values and supports diversity in the workplace and in the classroom.

## Audio Visual / IT Support Technician

This position will serve as sound technician as that term is commonly understood in the theatre industry, for all productions, academic sound related classes and programs produced in The Center for Community and the Arts. This individual is responsible for the day-to-day operation management of all aspects of the school's audio visual systems for meeting and conference rooms and classrooms including computer, peripheral, and mobile device level 1 support.

### **RESPONSIBILITIES/DUTIES**

- Manage audio volume and sound quality at live events, meetings and conferences, including set up and take down of equipment, sound checks, and mixing and editing music, voices and sound effects
- Responsible for hands on installation, monitoring, and testing of audio visual products to business requirements/specifications
- Provide support for the setup and breakdown of all onsite and offsite meetings and ensure all presentation spaces are presentable for use
- Provide level 1 support and troubleshooting of computer, mobile, and peripheral devices as well as digital signage systems

### **Audio Visual Support**

- Must be amenable to a fluctuating work schedule; some weekend and evening work required
- Meet with producers or performers to determine the desired sound for a performance; attend dress rehearsals as required
- Responsible for installation, troubleshooting, inventory, technical documentation, hardware life-cycles, software updates, redundancy plans, and quality assurance testing of all audio visual equipment; including flat panels, video projection systems, speakers & microphones, cabling, fiber optics, digital media (DM) switches, processors, transmitters/receivers, racking and mounting AV devices, and control system unit loading, which includes Crestron application
- Provide second line audio visual support and escalation, and work with vendors to resolve any advanced AV issues
- Display strong project management skills and ability to meet deadlines with little to no supervision on audio visual projects and performances
- Be responsible for communicating all system performance degradations to director of technology
- Provide audio visual training to end users as requested or needed

## **IT Support**

- Provide support for the setup and breakdown of all onsite and offsite meetings; including onsite support during these events
- Manage the school's digital signage systems
- Provide level 1 support and troubleshooting of computer, mobile, and peripheral devices such as phones, copiers, scanners, printers
- Provide other technical services as necessary for the successful completion of IT projects

## **REQUIRED/DESIRED QUALIFICATIONS**

Bachelor's degree or two to four years related experience and/or training; or equivalent combination of education and experience

- Professional theatre experience
- Experience testing and troubleshooting flat panels, video projection systems, speakers & microphones, cabling, fiber optics, racking and mounting AV devices
- Experience with troubleshooting (not programming) Crestron audio visual control systems is preferred
- Knowledge of sound control systems (digital and analog) and acoustics
- Knowledge of sound equipment and supplies--mixers, amps, speakers, patching, wireless microphones, EQ's, microphone knowledge, cable knowledge
- Ability to read sound designer's plots and plans
- Ability to manage inventory, identify, and coordinate equipment refreshes as needed
- Demonstrated ability to work collaboratively with diverse populations, including students, parents, and faculty
- Good organizational skills- paperwork, patching, computer work, notes, remembering details
- First Aid. (First Aid and CPR certification required.)

## **HOW TO APPLY**

Qualified candidates are encouraged to submit their resume to Jose Tagle, Director of Technology, at [jtagle@buckley.org](mailto:jtagle@buckley.org).

## **ABOUT THE SCHOOL**

The Buckley School, a K-12 college preparatory school with 830 students, is one of the most respected independent schools in the Los Angeles. Buckley is known for its unique educational philosophy, the 4-Fold Plan of Education, which marries a whole-child approach with elements of structure, as well as for its warm, intimate educational environment.

The school's curriculum balances academics, the arts, physical development and moral education. Its creative, personalized approach to education emphasizes high academic standards for all students, and includes traditional touches that develop the character and discipline that unlock students' potential.