



SACRED HEART SCHOOLS

ATHERTON

Sacred Heart Schools, Atherton (SHS) is seeking excellent candidates for a full-time Digital Media Technician position in the Technology department to begin in January, 2016. This is a full-time, non-exempt position with duties scheduled over an 11-month period from August 1 through June 30 each year. The Digital Media Technician works with various constituents on campus to support events, projects and initiatives requiring digital media technology and participates in the Sacred Heart community.

Organization Overview

Founded in 1898, SHS is a Roman Catholic, coeducational, independent school and is comprised of four divisions: SHS Preschool and Kindergarten, SHS Lower and Middle Schools for grades one through eight, and Sacred Heart Preparatory for grades nine through twelve.

Located on a beautiful 64-acre campus in the San Francisco Bay Area, SHS is one of 23 schools in the U.S. Network of Sacred Heart Schools and is affiliated with a network of over 200 Sacred Heart schools worldwide. The school's mission is to educate the whole child to be a leader who loves God and serves others.

SHS employs over 300 full- and part-time women and men with a strong commitment to diversity. Nearly 25% of the 1,000+ students are students of color; 30% of the student body receives need-based tuition assistance; many graduating seniors earn recognition in the National Merit Scholarship program; 100% of our graduates are accepted into four-year colleges.

Essential Functions

Audio

- Operate soundboards and sound systems
- Consult with middle school and high school chorus, band, and theater directors to plan event logistics
- Setup and operate sound systems for Mass, special events, band, chorus, and theatrical shows
- Train student and faculty operators on correct use of theater and auditorium A/V systems
- Set-up and assist constituents with standalone audio systems

Video

- Setup and operate A/V presentation systems (including projectors and large screens)
- Shoot and edit video for school wide campaigns, special events and website
- Create and organize digital media/slides for presentations and special events
- Manage and support SCALA digital signage systems
- Maintain archive of video content

Additional Responsibilities

- Maintain inventory and locations of equipment
- Maintain equipment and work with vendors to repair and upgrade hardware
- Special projects and/or event support
- Identify and promote digital technology use and best-practices

Required Knowledge, Skills, Abilities, Experience and Education

- Technical or college degree with emphasis in the digital media arts.
- Experience operating analog and digital audio mixers; outboard dynamics and time-based processors; and PA systems.
- Experience with vocal and instrument microphones and wireless microphone systems.
- Experience with Microsoft Office or Google Docs.
- Experience with Avid ProTools, Qlab or other digital audio workstations.

- Experience with Adobe Premiere, DaVinci Resolve or other non-linear video editing systems.
- Demonstrated strong attention to detail.
- Ability to troubleshoot analog and digital audio and video issues.
- Ability to correlate multiple issues and identify systemic problems.
- Ability to work autonomously with a variable schedule (including overtime; before and after school; evenings and/or weekends).
- Team-player with a strong customer service orientation.
- Ability to deal tactfully and directly with a constituency of faculty, staff, students, and parents.
- A clear commitment to the educational philosophy of the school as articulated in the Goals and Criteria of Sacred Heart Schools.
- Willingness to be an active, enthusiastic member of the community.
- Fluency in reading, writing and speaking in English.
- Familiar with the structure of the Catholic Mass is a plus.

Physical Requirements and Work Environment:

- Excellent attendance and punctuality.
- Must be able to travel safely and comfortably across 64-acre campus.
- Must be able to view and operate a computer and related technology and equipment at least 90% of working time.
- Must be able to frequently, safely and comfortably lift at least 50 lbs.
- Exposed to a combination of normal office type environments, outdoors and shop environments.
- Must be able to comfortably and safely climb ladders and reach to perform work; bend, pull, reach, kneel, stoop, crawl under or around furniture to install computer equipment and see for near and far work.

Employment

The duties of this job are spread over an eleven-month period beginning August 1 and ending June 30.

The advertised position offers competitive compensation. SHS has a policy of making health and welfare benefits available to employees based on the length of assignment and subject to the plan parameters, including medical, dental, vision, Life & LTD, 403(b) retirement plan and more.

To Apply

Please do not contact the school by phone or in person. Please do not address your materials to anyone other than the addressees below. Please reference **Digital Media Technician 2016** when submitting your resume and cover letter for consideration.

You may apply electronically by sending a resume and cover letter to hr@shschools.org

You **MUST** indicate **Digital Media Technician 2016** in the subject line of an email submission.

Or, you may mail your resume and cover letter to:

Sacred Heart Schools
 150 Valparaiso Avenue
 Atherton, CA 94027
 ATTN: HR/ **Digital Media Technician 2016**

Applications will be reviewed on a rolling basis; positions will remain open until filled.
 Pre-employment background screening is required for all positions.

For more information on Sacred Heart Schools, Atherton, please see our website at: <http://www.shschools.org>.

Sacred Heart Schools, Atherton believes that each individual is entitled to equal employment opportunity without regard to race, color, age, disability, national origin, gender, sexual orientation, marital status, ancestry, genetic information, citizenship, veteran status, or any other class protected under federal, state or local laws.

As a faith-based institution, we reserve the right to use religion as a criterion in hiring decisions, as permitted by law, as it relates to performing essential job duties.