

Audio Visual Production Manager

POSITION SUMMARY: The Audio-Visual Production Manager, under the supervision of the Director of Event Services, shall coordinate the media and sound needs for events on the Mississippi College campus.

ESSENTIAL FUNCTIONS:

- Oversee audio and video needs for the college, primarily in B. C. Rogers/Anderson Hall, and Nelson Hall/Swor Auditorium, Aven JPW Recital Hall, and Provine Chapel.
- Manage the audio recording needs for scheduled events in these facilities as well as coordinate with the Learning Center on video recording needs.
- Maintain all sound and projection equipment in B. C. Rogers/Anderson Hall, Nelson Hall/Swor Auditorium, Aven JPW Recital Hall, and Provine Chapel.
- Work with off-campus groups to deliver excellent audio/visual services for scheduled events.
- Train and schedule A/V student workers to set up and operate audio/visual equipment.
- Maintain an inventory of all equipment.
- Submit requests through the Director of Event Services for maintenance, repairs, and necessary upgrades.
- Provide an on-going analysis of sound and video performance within B. C. Rogers/Anderson Hall, Nelson Hall/Swor Auditorium, Aven JPW Recital Hall, and Provine Chapel.
- Serve as consultant and occasionally assist individuals providing sound and video production/services in other MC facilities and outdoor campus venues.
- Work closely with the Director of Event Services to assist in coordinating of event setup needs.

QUALIFICATIONS:

- Experience and working knowledge of sound, video, and networking equipment, including digital audio consoles, PA systems, lighting consoles, projection systems, and video switchers.
- Experience in livestreaming, Blackmagic ATEM, ProPresenter, M/X32, A&H SQ preferred.
- Ability to analyze audio-visual systems in order to maximize performance and to communicate problems and needs.
- Ability to troubleshoot and make basic and proper repairs to equipment and systems.
- Able to work nights and weekends
- Able to climb stairs and ladders
- Able to lift up to 50 pounds.

REPORTS TO: Director of Event Services

FSLA STATUS: Full-time; Non-Exempt