

Phoenix Art Museum is looking for an **Audio/Visual Technician** to provide Audio/Visual (A/V) technical support for the Museum's Whiteman and Singer Halls, including A/V setup and operation, maintenance, and hardware upgrade projects in both locations. Troubleshoot and maintain all A/V components of the permanent collection, including informational kiosks. Serve as the primary contact for staff to schedule and communicate their day-to-day A/V needs. Assist the Information Systems (IS) Department with other duties as assigned.

MAIN JOB DUTIES

1. Assume full responsibility for the A/V needs of Whiteman Hall and Singer Hall. Set-up and operate A/V as the main projectionist for Whiteman Hall. Set-up and be available for operation as needed for Singer Hall. Operate and/or assist with A/V needs for Conference Room, Board Room, Orientation Room, Restaurant and gallery spaces.
2. Perform A/V walk-throughs in all locations with staff, guest speakers, etc. prior to events.
3. Assist in training backup projectionists as needed.
4. Assist IS Dept. with both maintenance and hardware upgrade for A/V projects in all locations.
5. Troubleshoot and maintain all Audio/Video components of the permanent collection, including informational kiosks.
6. Assist IS Dept. with diagnostics, installation and de-installation of A/V components for exhibitions.
7. Manage printer/copier maintenance calls and perform monthly audit of toner inventory for entire fleet.
8. Manage conference call/skype meeting setups
9. Perform minor video post-production editing for lectures.

MINIMUM QUALIFICATIONS:

1. High School diploma or equivalent, Bachelor's Degree preferred
2. Minimum of one (1) year experience in Audio/Visual setup, operation and troubleshooting required

Knowledge of:

1. Advanced A/V setup, operation and troubleshooting.
2. Windows desktop computer software.

Skill and ability to:

1. Communicate effectively, both verbally and written.
2. Problem solve at a high level.
3. Provide customer service and interpersonal experience.
4. Maintain confidential Museum information in a responsible and secure manner.

Submit cover letter, resume, and salary history with job code PAM-AVT to HR@phxart.org:

Job Status: part-time (25 hours/week), regular, non-exempt

EOE