

The responsibilities of this position are carried out with the support of the Director of Operations, however the nature of the day-to-day experience is extremely autonomous. This person is responsible for supporting the A/V Coordinator in the production of image presentations that include the Workshops' weekly Sunday night orientation, Monday and Tuesday evening instructor presentations, and Friday Night participant shows. Being technically adept, well organized, responsible, personable, dependable, and resourceful are necessary qualities for this position and requires taking initiative.

This contract position includes "Prep Week" and "Clean- Up Week," and the number of weeks included in each respective season. This position is performed for a weekly stipend of \$379.00, plus reimbursement of incurred mileage expenses that is Workshop related. Your lunches are provided, Monday through Friday, and dinners on Sunday and Friday. Candidates should be aware that the stipend does not include any allowance for tax obligations. Taxes are the responsibility of the individual. Contractors will be responsible for submitting an invoice at the end of each week and should include mileage.

Desired Qualifications and Eligibility Criteria for Audio/Visual Manager

A Bachelor of (Fine) Arts degree in photography is preferred but not mandatory. Possess a portfolio or samples of work that represents your photographic style. Having experience with multi-media presentation as well as knowledge of Photoshop, Lightroom, iPhoto, Powerpoint, iView MediaPro, Keynote, and Quicktime software, 35mm and LCD projection systems and Apple computers is required. Having experience working with audio equipment such as microphones, amplifiers, and speakers is helpful.

The Audio/Visual Office

This position is an extension of the A/V Coordinator. It carries an enormous amount of responsibility that is addressed specifically to the Workshops' public image. He/She will work with the A/V Coordinator to maintain classroom equipment, duplicate participant work (specifically, 2 1/4 color and 35mm black-and-white image scanning for the darkroom workshop transpiring during the week), setup the lecture hall for instructor image presentations as well as the venue for Friday night participant shows. It is a position that requires a great deal of self-motivation, professionalism, and attention to detail, since the production quality is closely examined not only by participants, but the general public. He/she is heavily relied on to support the variety of needs of each workshop. However, the opportunity to network is possible since there is a good amount of one-on-one time with instructors regarding preparation of their shows. You also may have the option to audit classes throughout the season.

Digital Tech Support General Guidelines and Responsibilities

- Prepare and maintain digital projectors and laptops for classrooms, the lecture hall, Sunday evening orientation and Friday night show as needed. This includes color calibrating, cleaning components, replacing bulbs, and making sure that each machine has backup systems at hand, in case of malfunctions.
- Be responsible for security of A/V office and its respective equipment.
- Maintain good communications with Course Coordinators and meeting their needs.
- Consult with Director of Operations to request additional equipment needs, what to do with broken items, estimated costs, etc.
- Scan participant images as needed for the Friday Night Show.

Digital Tech Support Policy on Class Audit

- Digital Tech may, with instructor's prior approval, sit in on class discussion and critique and must be very unobtrusive—do not take up participant seating, etc. He/She may go on location with class and will be responsible for his/her own location fee, if applicable. He/She may not, in any way, distract instructor from participants.
- Operations will need to know by Sunday of any audit situations so that the instructor can be notified before class on Monday a.m.
- Operations will make an announcement to the class during the policy talk if there will be A/V personnel auditing.

12/09