



Technical Specialist Job Description

Supervisor: Director of Programming & Communications

Purpose of Position:

Working under the direction of the Director of Programming and working with the Programming Team to manage and fine-tune a distraction-free, consistent environment into the overall technical production of HLC programmed productions and events.

Duties and Responsibilities:

- Develop, maintain, and oversee the use of all audio-visual systems on campus to include (but not limited to) Miles Auditorium, Conference Center, & Tabernacle systems.
- Communicate with and serve as host to bands, communicators, and other guests.
- Manage load in and out, set-up, and tear down of equipment and systems for bands and speakers at programmed events and rental groups that contract use of such services.
- Research and development for production systems including constantly seeking to increase the quality of the equipment and services we offer.
- Maintain any necessary system updates and implementing them as necessary.
- Provide training for summer staff, full-time staff, and volunteers as necessary on production systems.
- Other duties as assigned

Job Requirements

- 3-5 years of experience working with medium to large scale productions or a degree in audio engineering

- High knowledge of audio, visual and lighting systems including the technical abilities to properly mix sound in a digital environment and develop and operate a lighting system
- Technical knowledge of developing and installing wire and cabling that services a variety of audio, visual and lighting systems
- Basic knowledge and understanding of electrical systems
- Must be able to perform basic construction in relation to stage and set design and development

Intangibles

- Excellent computer and technical skills
- Time management and organizational skills
- Active listening and communication skills
- Ability to think creatively
- Problem-solving skills
- Coordination and teamwork skills
- Understanding of signal flow