



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<b>Campus Event AVL Coordinator</b>	<b>Wkly. Hrs./Weeks:</b>	40/52
		<b>Pay Grade:</b>	27-4011
<b>Department:</b>	Campus Production	<b>Classification</b>	Exempt
<b>Reports To:</b>	Director of Student Services	<b>Effective Date:</b>	05.13.19

## SUMMARY

This person is the key contact and responsible person in making sure all aspects of events audio, visual, and lighting are completed in a timely manner and to the specifications requested inter-departmentally at TMU. They will need to be experienced in all forms of audio, visual, and lighting equipment themselves and able to train others to be functional in AVL planning and operation. This person needs to be strong in overseeing all campus technical staff, volunteers, and operations (AVL) related.

## ESSENTIAL FUNCTIONS

- Leader of all technical aspects of campus and chapel productions: A/V/L, chapel website, livestream, camera operators, gym set-up and tear-down, lobby and main room announcements. Run "Front of House" (FOH) or other positions in the team when volunteers are not available to serve. (Ideally this would move to an as-needed or occasional basis as you develop the team)
- Provide oversight to all system support (AVL) for the weekday chapel experience including the operation and maintenance of all gear. Manager of the chapel media team, including scheduling their hours, managing their workload, assigning their projects, etc.
- Manages and maintains all A/V equipment related to Campus Production office: audio, video, lighting, repair, scheduling.
- Perform upgrades, maintenance, and notify supervisors when major equipment repairs are needed.
- Design layouts of audio and video equipment in order to serve the needs of all other campus departments (e.g. Student Activities, Marketing, Athletics, Admissions, etc.) within the framework of the Campus Production events.
- Regular attendance is essential, particularly the Mon/Wed/Fri chapel mornings from 8-11 am.
- Regular meetings with Director of Student Services, Chapel Planning Team, and Director of Campus Production.

## COMPETENCIES

- Working with various computer technology is a necessity for audiovisual professionals
- This person must be able to troubleshoot all equipment issues in a timely manner.
- Maintain inventories of materials, equipment, or products.
- Collaborate with others to determine technical details of productions.
- Aim to exceed expectations of services and prioritize anticipating needs in the training of staff.
- Interfacing with customers and guests on-site to make sure their desires are met and that equipment is functioning is a major responsibility of this position.
- Being organized is mandatory for this position due to the tools, wiring, and parts that they must purchase, install, and maintain.

## QUALIFICATIONS

*List minimum requirements to be considered for this position:*

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMU&S and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Must be able to get along with co-workers and the public.
- Education: Bachelor's degree preferred.
- Experience: 2+ years in an educational institution or church AVL department preferred

- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Have computer proficiency. Basic mathematics and accounting knowledge is necessary.
- Excellent oral and written command of the English language is required.
- Ability to compose, proofread and edit correspondence.
- Possess excellent organizational skills.
- Exercise confidentiality, good judgment and discernment.
- Service oriented and able to interface with many people is mandatory.
- Multitasked in an environment with many distractions is a must.
- Reading and comprehending correspondence is imperative.
- Must successfully pass a background investigation.

## WORKING CONDITIONS

*List general working conditions for this position:*

- Working Environment: Indoors and Outdoors with varying temperatures and space limitations.
- Physical Demands: Must be able to Stand, walk, climb ladders, lift, pull, push, grasp and bend while lifting up to 50lbs. Tight spaces may be necessary.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- Travel: Some travel involved including overnight stays.

## ADDITIONAL INFORMATION

*Minimum Conditions for Beginning Employment:*

Prior to beginning employment, in accordance with The Master's University policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment.
2. Present verification of their identity and authorization to work in the United States.

*If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.*

*The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.*

## APPLICATION PROCESS

To be considered for a position, a completed Application for Employment must be submitted to the Human Resources office. The application may be picked up in person in the HR office or is available to be downloaded as a PDF from the web at <http://www.masters.edu/employment>. Your completed application may be dropped off in person, sent via fax (661.362.2717), email ([humanresources@masters.edu](mailto:humanresources@masters.edu)) or regular mail (21726 Placerita Cyn Rd Box 41, Santa Clarita CA 91321).

### Selection Process:

All applications are reviewed by the Human Resources department and where appropriate are forwarded for further consideration. Selected candidates will be invited for a personal interview at The Master's University. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

### Application Procedures:

All documents included in your application remain the sole property of The Master's University & Seminary and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.