

Audio Visual Systems Specialist

About the Audio/Video Systems Specialist: CCAD's Library & Information Technology Department is seeking an Audio/Video (A/V) professional to help support the effective use of A/V resources across the teaching, learning, and creative landscape of the College. The department cherishes and carefully maintains its highly interactive work environment, and as such anticipates hiring an A/V Specialist who is committed to hard work, collegiality, and laughter as a member of a team-oriented group. In general, we seek colleagues who are naturally curious, exhibit an openness to our existing affinity for inclusion and diversity of all sorts, who possess a willingness to change, and who embrace all that is made possible through collaboration.

Summary of the Position: The Audio/Visual (A/V) System Engineer has the primary responsibility of providing strategic management of the College's A/V infrastructure. Additionally, working with vendor partners on new campus build outs, such as cost-effective learning-space upgrades, they will serve as the A/V lead on new campus projects. The A/V Systems Engineer will also provide technical guidance and support during IT training courses, oversee a team of part-time employees, and provide professional assistance to events as needed. The scope of responsibilities for this position includes design, planning, configuration, documentation, administration, maintenance, and deployment and support of new and assigned systems. Reports to IT Help Desk Manager with close coordination and collaboration with the Manager of IT Infrastructure.

Primary Duties and Responsibilities:

- Coordinates the overall management of the College's A/V infrastructure including locations such as classrooms, meeting spaces, auditoriums, event areas, and our film sceneing theater
 - Responds to second-tier A/V support issues
 - Coordinates A/V services for campus events (external speakers, campus events etc.)
 - Manages a team of part-time student assistants for event A/V support
 - Administers performance reviews of part-time student assistants
 - Provides technical guidance and support to faculty, staff, and student in the use of A/V systems through face-to-face training sessions and online help documentation
 - Maintains and implements intermediate-level Crestron programming support to automation systems within classrooms, meeting spaces, and event areas.
 - Oversees the selection and purchasing of A/V technology as requested
 - Documents A/V system standards, procedures, training, hardware, and equipment lifecycle
 - Manages A/V vendor relationships; for example service and warranty contracts
- Actively supports a culture of diversity and inclusion

Secondary Duties and Responsibilities

- Available during non-office and emergency hours to respond to critical needs of the College
- Occasionally provides tier-1 support to end-users for emerging A/V issues; providing excellent customer service
- Performs physical installation of A/V technology and associated equipment; for example: mounting projectors and televisions, screens, lights, speakers etc.
- Builds and maintains strategic relationships with the campus community related to continuous A/V improvements to meet teaching and administrative needs
- During busy periods may assist other members of Information Technology team in the deployment of new hardware and software across campus labs

Tertiary Duties and Responsibilities

- Keeps abreast of new technology developments and make recommendations regarding opportunities for implementation.

- Represents CCAD and Library and Information Technology by attending or presenting at appropriate conferences and events
- Participates in the life of the College by attending campus events such as gallery openings, student exhibits and invited speakers
- Other duties or responsibilities as may be assigned

Minimum Requirements:

- Bachelor's degree or equivalent education, professional certifications, or professional experience
- 3 years' experience maintaining and supporting A/V systems and operations in an education or enterprise environment
- Demonstrated organizational skills and attention to detail while working effectively with little supervision in an atmosphere of multiple projects, shifting priorities, and deadline pressure
- Background in A/V concepts and hardware such as:
 - DSP Audio processors and AES Signal
 - Audio Engineering Techniques and Tools (for example: Compression, Gates, EQ, Effects, Side-Chaining, Pre/Post Processing)
 - Wireless Microphone systems and Frequency Analysis
- Basic understanding of: networking, DNS, authentication systems, TCP/IP, Virus protection, network printing, Wifi, etc
- Ability to delegate work in an efficient and effective way when necessary
- Ability to work alone as well as in a team and adhere to project deadlines
- Excellent problem solving and troubleshooting skills
- Strong communication and customer service skills
- Strong organizational skills with the ability to work on multiple tasks in tandem and concurrently
- Intermediate level of Mac OS and Windows OS experience
- Displays professionalism, quality service and a "can do" attitude

Preferred Qualifications:

- Crestron Training and Programming Certification
- High-level understanding of event planning and processes
- Dante Audio Configuration for DAW Recording Systems
- DMX Lighting console setup and operation
- Stage/Theatrical Lighting setup, programming, and operation
- Christie Cinematic Projectors / Doremi DCP Projectors
- Biamp Training and Programming
- Front-of-House live audio mixing
- Digital sound console setup, programming, and operation

Physical Requirements

- Ability to differentiate colors.
- Ability to climb ladders and perform over-head work.
- Ability to work in confined spaces. Ability to lift moderate loads (~30lbs) unassisted, heavier loads (~70lbs) with assistance.
- May be sometimes required to work in areas that are not temperature controlled.
- May need to work in areas under construction and/or dusty locations.
- Must be able to work at a computer terminal for extended periods of time.

COMPENSATION: This position is full-time, exempt. Compensation is commensurate on experience and qualifications. CCAD offers a benefits package including: vacation time, additional paid time off while the college is closed during winter break, sick time accrual, health and dental insurance, life and disability insurance, 403B retirement contribution, tuition remission, free campus parking, and free admission to the Columbus Museum of Art.

HOW TO APPLY: Visit www.ccad.applicantpro.com/jobs/ to submit your application. When asked to upload application materials, please submit a resume/CV and a cover letter. If you are applying from any website other than CCAD or Indeed, you will receive a follow up email 3 hours after your initial submission directing you to follow the link and complete your application. You must complete this two-step process, or your application will be considered INCOMPLETE.

About CCAD: [Columbus College of Art & Design](#), founded in 1879, is one of the oldest and largest private art and design colleges in the United States with more than 1,100 undergraduate and graduate students. Undergraduate students choose from 12 majors: With strong exhibition and visiting artists programs and a commitment to the integration of business and art, CCAD is a leader in art and design education.

About Columbus: [Columbus](#) is among the Top 10 best U.S. cities for new college grads and one of the top 10 creative scenes in the country as well as one of the 15 most affordable cities in the U.S. As one of the nation's largest college towns Columbus is the type of city where creative activities flourish. There are eight distinct cultural districts that surround CCAD and there are more than 165 restaurants, pubs, and clubs in downtown alone. CCAD is a campus community located in the heart of this vibrant city.

EEO Statement: As an educational and cultural institution, a culture of equity and inclusion is not an add-on at CCAD, rather it is central to how we define creative excellence and the health of our institution. CCAD believes that a culturally diverse campus is integral to academic excellence, and our student, faculty, staff, and trustee bodies should reflect the diverse world in which we live, with attention to race, ethnicity, religious creed, national origin, age, sex, sexual orientation, gender identity or expression, and ability. CCAD sees Art & Design as universally inclusive and inherently unbiased. CCAD is an equal opportunity employer and encourages applications from individuals who will contribute to its diversity.