

**Position Title:** Audio-Visual Tech  
**Department:** Information Technology (IT)  
**Reports to:** Director of IT  
**Exemption:** Non-Exempt

**Date of Last Revision:** January 18, 2017

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**Overview:**

The Audio Visual Technician assists with the setup and operation of audiovisual equipment for classes, conferences, and special events at Ave Maria School of Law, both on and off-site. Edits digital video, and produces final product on DVD or other format. Maintains all AV equipment, and recommends the purchase of new equipment when needed. The Technician also provides support to students, faculty and staff by answering the phone, responding to emails, and addressing support tickets.

**Essential Duties and Responsibilities:**

Administration

- Coordinates recording of special events for the Law School.
- Assists faculty, staff and students in the operation of classroom equipment.
- Records course lectures when requested by the faculty member.
- Other video production projects, including interviews and promotional videos
- Maintains video archive of Law School events.
- Trouble shooting AV equipment and replacing defective or malfunctioning parts
- Communicates/Negotiates with outside vendors to support law school events, upgrade of AV equipment in classrooms, and to meet short-term equipment needs.
- Works with other IT staff members as a team.
- Other duties may be assigned to meet organization needs.

**Job Qualifications:**

Required:

- Extensive knowledge of the operation of audio-visual equipment, including camcorders, cameras, audio mixers, wireless microphones, and media players.
- Experience with importing, editing, and producing audio and video projects using Adobe Premier and other editing tools.
- Excellent customer service, organization, communication and problem solving skills
- Strong attention to detail and the ability to prioritize and multitask under occasionally heavy workloads
- Ability to communicate with users of varying technical expertise.
- Work proficiently and promptly with Law School administrators, faculty and staff.
- Good oral and written communication skills, and the ability to work independently.
- Ability to work occasional evenings and weekends.

Preferred:

- Previous AV experience or a background in audio technology or visual media
- Familiarity with projection systems, PA systems, video cameras, digital cameras, digital audio recorders, as well as basic and advanced control systems.

Interested applicants should send their cover letter and resume to [HR@avemarialaw.edu](mailto:HR@avemarialaw.edu)

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