



## Job Description:

# Audio Visual Technician/Digital Media Specialist

**Reports to:** Production Manager

**Employment Status:** Part-time

The Audio Visual Technician/Digital Media Specialist of the New Orleans Jazz & Heritage Foundation will work with the Production Manager and fellow staff members to ensure: 1) that the equipment, systems and facilities of the George and Joyce Wein Jazz & Heritage Center are properly maintained; 2) that all public events of the Jazz & Heritage Foundation are staged in a professional and engaging manner.

This position requires a combination of technical skills – including audio/video, recording and event production - as well as experience in digital media.

The Audio Visual Technician/Digital Media Specialist will take a participating role in the maintenance and operation of the George and Joyce Wein Jazz & Heritage Center equipment. The Audio Visual Technician/Digital Media Specialist will assist the Production Manager in overseeing the equipment in the Jazz & Heritage Center. The Audio Visual Technician/Digital Media Specialist will maintain and catalog the digital media assets generated by Foundation Programs and prepare them for delivery to the Foundations Archive.

Working with the Production Manager and Director of the Heritage School of Music, the Audio Visual Technician/Digital Media Specialist will make sure that the facility is adequately set up and operated for the Don “Moose” Jamison Heritage School of Music and other programs/events of the Foundation.

The Audio Visual Technician/Digital Media Specialist will take a participating role in monitoring, maintaining and troubleshooting all of the systems in the Jazz & Heritage Center, including audio/video, recording, information technology.

The Audio Visual Technician/Digital Media Specialist also will assist the Production Manager in overseeing the technical production of public presentations in cultural enrichment, education and economic development, making sure that all participants – from presenters and performers to audience members – enjoy a seamless, stress-free presentation.

The Audio Visual Technician/Digital Media Specialist will assist in the technical production of the Foundation’s free festivals, jazz concerts, conferences and educational programs, student performances, media events and other events to which the public is invited.

The Audio Visual Technician/Digital Media Specialist will work as technical support for events in the George and Joyce Wein Jazz & Heritage Center, whether these are programs of the Foundation and/or its partners, or events for which the venue is being rented to outside groups.

Audio Visual Technician/Digital Media Specialist will also will assist the Production Manager, Programs Director, the Archivist and other staff to ensure that all of the Foundation's events and other programs are adequately documented in video and/or audio, facilitating all recording as well as any broadcasts.

Audio Visual Technician/Digital Media Specialist will have a work schedule that includes a combination of set office hours and some flexible hours based on events.

The ideal candidate will be an experienced stage hand with a strong background in the technical aspects of sound, lighting, recording, video and broadcast. He or she also will have extensive experience in maintaining a building and all of its systems. He or she also will have extensive experience in event production.

This is a technical, behind-the-scenes position. It is not a marketing or programs development position. But it will require creative problem-solving. And it would be helpful for the candidate to be passionate about the Foundation's mission of cultural enrichment and education.

### **Primary Responsibilities/Duties**

1. Jazz & Heritage Center Technical Support and Facility Management
  - a. On-Site Management
    - i. Take responsibility for the proper use, care and maintenance of all Audio, Video, and Technology related equipment used during Foundation programs and events ("first one in, last one out").
  - b. Responsible for technical equipment
    - i. Oversee the proper use and maintenance of Foundation assets
      1. Sound and light systems
      2. Recording systems
      3. Video systems
      4. Instruments, amplifiers
    - ii. Maintain inventory of Digital Media assets generated by the George & Joyce Wein Jazz & Heritage Center
  - c. Manage Jazz & Heritage Center facilities, systems and equipment
    - i. Audio/Video
    - ii. Recording
    - iii. Information technology
  - d. Technical support for all programs and events in the Jazz & Heritage Center
    - i. Jazz & Heritage Foundation Programs, including but not limited to:
      1. Heritage School of Music
      2. Foundation Festivals
      3. Jazz & Heritage Concerts
      4. Educational workshops
      5. Sync Up Conference
      6. Class Got Brass
      7. Tom Dent Congo Square Lecture Series
      8. Catapult Fund
      9. Media events

- ii. Programs involving Jazz & Heritage Foundation partners or clients, such as:
    1. Receptions and parties
    2. Community events
  - iii. Rentals
    1. Serve as technical liaison between the Foundation and rental clients to ensure that all production requirements are met, including:
      - a. Sound
      - b. Lights
      - c. Projection
      - d. Video/Audio capture and/or broadcast
  - iv. Recording/Videography Sessions
    1. In consultation with the Production Manager, manage the use of the Jazz & Heritage Center for recording & videography projects
      - a. Operate recording/videography sessions
      - b. Supervise trained engineers and technicians
      - c. Manage the appropriate use all Foundation property and equipment
      - d. Opening and closing the facility
      - e. Clean up
2. Heritage School of Music and Other Education Programs
- a. In coordination with the Production Manager and Heritage School of Music Administrator, ensure that the Jazz & Heritage Center is equipped and configured for the proper use of the facility by the Heritage School of music, or other educational programs authorized by the Foundation
    - i. Seating
    - ii. Music stands
    - iii. Audio and video equipment
    - iv. Instruments and amplifiers
    - v. White boards and other miscellaneous supplies
  - b. Documentation of Foundation Programs and Events
    - i. In collaboration with the Production Manager, ensure that Foundation programs, events and other activities are properly documented in video/audio formats
    - ii. Ensure that all photo, video and other documentation of Foundation programs, events and activities are transferred to the Jazz & Heritage Archive in a timely manner, including proper documentation of rights agreements with photographers, videographers, interviewers and participants

**Minimum Requirements:**

- Three years of experience in event production
- Working knowledge of professional audio, lighting and recording systems, musical instruments and amplifiers
- Microsoft Office tools (Word, Excel, PowerPoint)
- Excellent written and verbal communication skills

**Preferred Skills:**

- Experienced A1 or A2 audio engineer
- Experienced lighting designer
- Experience videographer
- Experience with Information Technology
- Working knowledge of ProTools sound recording software
- Three years of experience in nonprofit organizations
- Passion for the music and culture of Louisiana
- Enthusiastic support of the mission of the New Orleans Jazz & Heritage Foundation

**Salary:**

- Commensurate with experience

**To apply, please email resume and cover letter to [hr@jazzandheritage.org](mailto:hr@jazzandheritage.org)**