

Name: _____



The Audio & Video Coordinator supports the Production Department in executing events, managing special events, meetings and providing exemplary customer service to all customers.

DUTIES AND RESPONSIBILITIES

- Coordinate the Production Department and the stage activities in the absence of the Director of Production, Production Supervisors, and Production Coordinators by making decisions regarding technical matters, BCPA emergencies, safety, financial interest of the client.
- Acquiring and disseminating all necessary technical, production, and department information essential to ensure the successful execution of each event assigned.
- Retrieving all technical information regarding events in all ancillary spaces including setting up tables, chairs, risers, lights, A/V systems, etc.
- Retrieve all technical information regarding Student Enrichment in the Arts (SEAS), including sound needs, lighting needs, carpentry needs, crew needs and crew schedule.
- Track all revenue and expenses incurred by and event or the Production Department.
- Prepare correspondence and distribution of information in a clear, concise manner including staging sheets, crew call sheets, BCPA information sheets, and settlement sheets.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Work independently and as part of a team in a fast-paced environment.
- Provide excellent customer service and communication skills.
- Able to multitask, set priorities and adapt to changes in all situation.
- Communicate effectively, both verbal and written, in English.
- Able to handle physical effort by lifting up to 75 lbs, walking, standing for long periods of time.
- Able to manage and resolve unexpected situations regularly.
- Able to work at least 25 hours per week, including nights and weekends.
- Knowledge of basic theater production and procedures.
- Experience working with A/V equipment, digital sound boards, lighting consoles, moving lights, laptops and other related equipment.
- Skilled in Windows based programs, including Word, Outlook, Excel, and PowerPoint.
- Able to work effectively and positively with others.

REQUIRED EDUCATION AND EXPERIENCE

- AA Degree or Higher: General/Theater Production and A/V or any combination of training and experience.

If you are interested in this opportunity, please send your resume to avcsearch@browardcenter.org