



PARRISH ART MUSEUM

Job Title: AV Program Coordinator

Reports to: Public Programs Manager & Executive Assistant

Status: non-exempt, part time

Schedule: 4 days (28 hours)

PURPOSE AND SCOPE:

The AV Program Coordinator is responsible for the successful execution of public programs that occur every week and all relevant technical needs for sound, video, recording, and archiving programs. The AV Program Coordinator collaborates with the Public Programs team to determine technical needs and capabilities, often liaising with outside collaborators, musicians, speakers, and performers. This role also serves to liaise with IT and in-office technical needs.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Coordinate closely with Public Programs Manager to run AV for public programs, events and special projects primarily in the Theater, on the Terrace, Virtually and other parts of the facility as needed. Ensure proper set-up and breakdown of all equipment.
- Support Public Programs Manager on administrative needs related to Public Programs.
- Maintain a clear understanding of all AV equipment and software in Museum possession, including wiring, lighting, connections, and routers.
- Advance correspondence regarding technical needs with performers and presenters, checking compatibility with Museum systems and equipment.
- Check media files (slides, images, videos, etc.) in advance of programs and conduct a pre-show test of Blu-Ray, DVD, digital links and PowerPoint or slideshow presentations.
- Upload or prep media in appropriate programs as needed (OBS, PowerPoint, etc.)
- Coordinate load-in and load-out of performers, presenters, and musicians, serve as on-site AV point person for talent.
- Coordinate with Education, Curatorial, Membership, and other departments for technical needs of events as needed.
- Coordinate and conduct sound check for performances in the theater and on the terrace with musician, artists, and speakers. Set up and test all necessary equipment and software to be ready prior to event start, including microphones, mixer, cameras, lights, applicable software and programs.
- Troubleshoot and problem solve with equipment and software prior to and during events. Must maintain a calm demeanor and troubleshoot a swift resolution with the least amount of interruption.
- Collect and allocate all recording from recording devices to Hard Drives maintaining recording space on devices. Edit content for post-production program recordings as needed (Premiere Pro, Pro-Tools, etc.) and publish on appropriate platforms (Pod bean, Vimeo, Website, YouTube, PechaKucha) as needed.
- Manage ASCAP and BMI accounts for the Parrish; write and track Purchase Orders for equipment related to AV needs. Maintain inventory of AV equipment and oversee booth operations, including schedule of maintenance and order supplies as needed.
- Serve as in-house liaison to trouble shoot minor IT needs for office equipment and software (printers, computers, POS/registers, etc.)



PARRISH ART MUSEUM

- Other duties as required and assigned by supervisor including occasional administrative support.

QUALIFICATIONS:

Background clearances are required. Experience in sound and video recording, mixing, live production, and coordination a must. High School diploma required with experience working in an administrative and live production role. Associate's Degree (or higher) preferred.

SKILLS:

- Ability to convey information with clarity and efficiency.
- Work well under time constraints and in stressful conditions when necessary.
- Demonstrate organizational and task management skills.
- Have excellent communication skills, verbal and written.
- Audio and Video recording and mixing.
- Familiarity with OBS, Yamaha Sound mixing
- Proficiency with Mac and PC, Microsoft Word, Excel, PowerPoint
- Adobe Creative Suite (InDesign, Photoshop, Premiere)

WORKING CONDITIONS:

Work will be performed in a normal office environment as well as indoors and outdoors as needed for programs. Position requires standing and moving about the Museum and AV Booth; must be able to lift 25 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Position requires some evenings for regularly scheduled events and flexibility of schedule to ensure production for special events as needed. Must accept direction from Deputy Directors (Operations, Curatorial, Education, Development) and Museum Director.

Job Type: Part-time, 28 hours.

Pay: \$21.00 - \$24.00 per hour