

TITLE: Coordinator, Media Events & Production

CLASSIFICATION: Classified

SALARY GRADE: C13

SCOPE OF POSITION:

Under general direction, provides audiovisual services with media technical and production support at events districtwide; plans live technologies and production tiers with appropriate resources, including equipment and personnel; creates schedules for events gear and support staff across sites; ensures safe handling and operation of portable AV systems; liaises with requesters and technical teams; designs and operates live event production systems and solutions within specified parameters; accounts for and reports resources utilized for event support; maintains, organizes, repairs and replaces technical gear; serves as lead to media technicians and professional experts; supervises student technicians and trains event teams.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates production and technical services at district events, including AV resource allocation; acts as liaison and primary contact to internal stakeholders and external constituents for requested media services at activities districtwide, arranging tiered levels of production and technical support. Adjusts schedule and reporting location to meet demands of special events or technical activities and follows up with routine deliverables.
2. Generates a scope of services and provides stage management and tech direction for live sound reinforcement, video production, digital recording, livestreaming and web conferencing, video displays and projections, lighting, staging, rigging, assistive technologies, power distribution and protection, generator backup systems; assures compliance with fire safety, OSHA, United States Institute for Theatre Technology (USITT) and ADA requirements for safe setup and operations.
3. Maintains electronic calendars; organizes and updates resource details, recommends schedules and coverage needs for sufficient event and production staffing based on available requested services.
4. Arranges professional expert photographers and/or videographers and supervises student technicians at events; serves as a lead worker to media technicians in coordinating production, design and flow of complex event systems and related business.
5. Facilitates planning sessions with clients and internal teams for pre-event logistics and post-event debriefs; attends key meetings, including, but not limited to graduation task force, theatre scheduling, Professional Development Activity Day planning.
6. Reports progress updates and event metrics, communicates issues, proposes solutions.
7. Estimates budgets for event-based services and consults with manufacturers on rental solutions. Procures media supplies, tools and accessories as needed to support district events.
8. Organizes portable AV equipment inventory for checkout and circulation to authorized patrons.
9. Participates in the hiring, training, supervision and evaluation of student employees, serves as a lead worker to other classified and short-term, non-continuing (STNC) employees in the area.
10. Assists with non-event based departmental operations, including technical support for instruction, on-call services, design and installation projects, asset inventories and resource planning.

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KEY DUTIES AND RESPONSIBILITIES – Continued

11. Identifies media systems and equipment needs; researches, specifies and recommends audiovisual equipment to implement a sustainable refresh cycle for event productions.
12. Communicates audiovisual infrastructure requirements for electrical and data pathways, structural integrity and physical supports to safely and securely transport and stage media equipment at events. Provides timely on-call and in-person escalation technical support for users with media-related system issues required to support events, instruction, videoconferencing, and district business.

KNOWLEDGE OF:

1. Digital AV systems and solutions for live events production.
2. Audiovisual industry trends and developments.
3. Basic electronic, mechanical, digital, electromechanical, and optical theory and practices.
4. Intellectual property rights and copyright laws.
5. Live event production technology and operation; sound engineering, acoustics, analog, and digital technologies theory.
6. Technical drawings and comprehension of signal flow, AutoCAD and Visio design software.
7. Tools, materials, and equipment used in the repair and maintenance of media equipment
8. Relevant local, state, and federal rules and regulations, programs, policies and procedures, including National Electric Code, building codes, fire codes, and other regulations for events. Industry related safety precautions for staging, rigging, and event-based AV systems. Applicable technology usage, including office productivity software and other appropriate systems.

ABILITY TO:

1. Read and analyze system schematics and drawings, understand signal flow.
2. Analyze and address problems quickly in front of an audience.
3. Safely utilize manual and power tools, and other equipment common in the construction trades.
4. Collaborate productively and cooperatively with individuals and groups internally and externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous and professional manner.
8. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

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EDUCATION:

- Associate's degree in electronics technology, electrical engineering, technical theatre or a closely related field of study required.
- Audiovisual and Integrated Experience Association (AVIXA) Certified Technology Specialist (CTS) Credential required.

EXPERIENCE:

3+ years of related experience with media events coordination and audiovisual technology systems used in live production environments.

OTHER REQUIREMENTS:

- This classification requires the use of a personal or District vehicle while conducting District business; must possess a valid (Class C) California driver's license and an acceptable driving record.
- Successful completion of aerial lift and forklift training within first year of employment.
- Must be able to perform physical activities such as, but not limited to, lifting heavy materials and equipment (up to 50 lbs. unassisted), bending, standing, climbing or walking.
- Exposure to electrical, mechanical and chemical hazards.
- May require evening and weekend work.
- Must be able to wear respirator and other personal safety protection equipment and be capable of working at heights.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).