
Audio Visual Coordinator

Reports To: CSAGH Director of Information Technology

Status: Part-time, hourly, temporary

Job Description: The Audio Visual Coordinator manages the audio-visual needs of the CSAGH school campuses. The A/V Coordinator provides technical services in an effective and efficient manner that ensures maximum access to and implementation of audio-visual services and resources.

Qualifications:

- Born-again believer in Jesus Christ, regular attendance at a Bible-believing and preaching church that stands in agreement with CSAGH's Statement of Faith
- Must be in agreement with Articles II, III and XII, section 1 of the Constitution of the Christian School Association of Greater Harrisburg, Pennsylvania
- Formal training in audio-visual installation and operation
- Enthusiastic, flexible, outgoing personality with excellent "people" skills
- Ability to work occasional evenings and weekends
- Organized, able to prioritize, detail oriented, uses time efficiently
- Able to follow policies and procedures; complete administrative tasks correctly and on time and supports organization's goals and values
- Must be able to communicate clearly and professionally
- Willing to engage in professional development training as needed

Audio-Visual Administration:

- Set-up, operation and tear-down for all scheduled CSAGH events such as musical and theatrical performances, graduations, association meetings, chapels, etc.
- Pull necessary A/V inventory for events that are happening that day or week
- Provide engineering & technical support on A/V hardware, control systems, and signal issues
- Maintain and support the school's audio-visual needs for audio sound systems

Other Duties:

- Perform other duties as assigned by supervisor