

Audio Visual Technician (Per-Diem)

The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.

The Museum seeks a part-time Audio-Visual Technician responsible for setting up AV infrastructure, installation, operation, testing, and troubleshooting audio and video equipment for Museum events as-needed. This position reports to the Manager, Information Technology.

The base pay rate is \$25/hour with opportunity for additional \$40 differential pay based on job duties.

Roles and Responsibilities:

- Setup and run special AV events including live music, movie screenings, press conferences, live streaming, graduations, and guest speaker events.
- Setup interfaces (PC connections, audio connections, routing of selected signals to displays)
- Setup equipment in conference rooms including speakers, projectors, mixers, laptops, monitors
- Maintain a professional and courteous demeanor when interacting with end users
- Participate in special projects as assigned
- Other duties as assigned

A successful candidate will have:

- Associates degree or equivalent required.
- A minimum of two to four years of experience in an AV environment
- Flexible availability – Work week includes nights, Saturdays and/or Sundays
- General understanding of media type formats and their compatibility
- Knowledge base of Zoom, Teams, WebEx, and/or other web conferencing tools
- Strong verbal and written communication skills
- Excellent customer service skills in dealing with all Museum staff as well as patrons, vendors, etc.
- Able to be creative in problem solving
- Provide highest quality of service in order to reduce reworking of work orders
- Experience working for non-profit organizations preferred
- Able to lift a minimum of 50 lbs. and palletize heavy equipment (PC's, monitors, AV equipment)

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is primarily in busy open floorplan settings which includes office settings, outdoors, museum galleries and exhibition spaces with possibility of work in close proximity to others.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, talk and hear. The employee is occasionally required to move about the office; use hands and fingers to feel, handle, or operate office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.

BENEFITS

The position is eligible for part-time benefits including safe and sick leave, retirement plan, and Employee Assistance Program. Your employment relationship with the Museum qualifies you for free or discounted admissions to other participating cultural institutions.

HOW TO APPLY

Please email your resume and cover letter to the Museum of the City of New York Attention: Human Resources Department to jobs@mcny.org. To be considered, please include **Audio Visual Technician** within the subject line of your email.

The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.

The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification or expression, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race (including traits historically associated with race, such as hair texture and style), religion (including attire, clothing or facial hair worn in accordance with religious requirements), sex (including pregnancy, childbirth or related medical conditions and transgender status), sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. The museum complies with applicable state and local law governing nondiscrimination in employment which prohibits discrimination and harassment against any employees, applicants for employment or interns, as well as contractors, subcontractors, vendors, consultants, other individuals providing services in the workplace or their employees in every location in which the museum has facilities.