



## **Audio Visual Technician**

*The Museum of the City of New York fosters understanding of the distinctive nature of urban life in the world's most influential metropolis. It engages visitors by celebrating, documenting, and interpreting the city's past, present, and future.*

The Audio-Visual Technician is an essential member of the Information Technology (IT) team responsible for setting up AV infrastructure, installation, operation, testing, and troubleshooting audio and video equipment for Museum events as-needed. This is a part-time, temporary position that reports directly to the Manager of Information Technology.

### **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)

### **Physical Requirements & Work Environment**

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.

Work is primarily performed in busy, open floorplan settings which includes office settings, outdoors, museum galleries and exhibition spaces with possibility of work in close proximity to others. This job requires the ability to operate standard office equipment and keyboards. Exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects such as PC's, monitors, and AV equipment). Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers. The

worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading. Specific vision abilities required by the job include close vision, distance vision, color and peripheral vision, depth perception, and the ability to adjust focus. On occasion, the employee may be required to work outside events with weather conditions including heat and cold.

## **BENEFITS**

The rate for this position is \$25 an hour for up to 29 hours per week. There will be an opportunity for additional \$40 differential pay, based on job duties. We provide Sick Leave on an accrual basis to all employees. Your employment relationship with the Museum qualifies you for free or discounted admission 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](mailto:jobs@mcny.org). To be considered, please include **AV 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, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, 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. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.*