**Job Description**
Audio Visual (AV) Coordinator will use creativity and communication to work with clients to provide extraordinary lighting, sound, and video services for events within and outside of the Carolina Union.

**Specific Duties & Responsibilities**

- Must be able to work independently and/or collaboratively with internal and external stakeholders ranging from fellow student employees to high-profile visitors
- Propose and implement creative solutions
- Assist with troubleshooting AV related issues and making decisions in time-sensitive situations
- Serve as main point of contact for clients and full time UNC staff
- Assist and provide guidance to new AV staff members

**Requirements & Qualifications**

**Required:**
- Combination of formal training and experience including working as an Audio Visual Assistant for the Carolina Union for at least one semester
- Proof of passing Audio Visual requisite advancement tests
- Demonstrated intermediate competency in lighting, audio setup, and operation
- Demonstrated ability to work independently with limited supervision
- Demonstrated ability for critical thinking and project management
- Demonstrated ability to execute independent decision-making
- Ability to work with little or no direct supervision
- Demonstrated ability to successfully interact with internal and external stakeholders
- Demonstrated ability to follow instructions from managers and adapt to feedback from clients
- Take initiative to improve AV processes and procedures
- Demonstrated ability to communicate effectively with internal and external stakeholders
- Creative thinking and problem solving skills related to AV setup and execution
- Must be comfortable serving as part of a diverse team that includes people with varying beliefs and backgrounds

**Learning Goals & Competency Development**

As a result of employment in this position, students will:

- Gain a comprehensive understanding of intermediate audio and lighting setups and systems for use in performance and non-performance based events
- Strengthen creative and problem solving skills through day-to-day troubleshooting and event design
- Connect transferable professional skills gained through this role to larger career goals

**JobX LEARNING OUTCOMES (FWS Positions Only)**

**Available Openings**
10

**Hours**
10-18 hours/week; Flexible availability required as schedule is based on events
<table>
<thead>
<tr>
<th><strong>Hourly Rate</strong></th>
<th>$9.50</th>
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<tbody>
<tr>
<td><strong>Time Frame</strong></td>
<td>Academic Year 2019-2020</td>
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<tr>
<td><strong>Contact Name</strong></td>
<td>Zenik Hite, Spencer Davis, Noelle Oxboel</td>
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<tr>
<td><strong>Contact Email</strong></td>
<td><a href="mailto:zhite@email.unc.edu">zhite@email.unc.edu</a> ; <a href="mailto:spiral@email.unc.edu">spiral@email.unc.edu</a> ; <a href="mailto:noxboel@email.unc.edu">noxboel@email.unc.edu</a></td>
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<tr>
<td><strong>Work Location</strong></td>
<td>Carolina Union Event Services, Suite 3103B</td>
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<tr>
<td><strong>Phone</strong></td>
<td>919-962-6887, 919-966-5069</td>
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