

Audio Visual Coordinator

Event Services



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	<ul style="list-style-type: none"> • 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	<p>Required:</p> <ul style="list-style-type: none"> • 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	<p>As a result of employment in this position, students will:</p> <ul style="list-style-type: none"> • 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 <i>(FWS Positions Only)</i>	Communication; Teamwork; Creativity & Problem Solving
Available Openings	10
Hours	10-18 hours/week; Flexible availability required as schedule is based on events

Hourly Rate	\$9.50
Time Frame	Academic Year 2019-2020
Contact Name	Zenik Hite, Spencer Davis, Noelle Oxboel
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