

SITE SANTA FE

TITLE:	Lead Audio Visual Technician
STATUS:	Non-exempt, part time (as needed for public events or venue rentals, approximately 20 average hours per week)
REPORTS:	Lead AudioVisual (AV) Technician
DATE:	April 2023

SITE Santa Fe is a non-profit contemporary arts organization based in Santa Fe, New Mexico. Since its founding in 1995, SITE Santa Fe has presented 11 biennials, more than 90 contemporary art exhibitions, and works by hundreds of emerging and established artists from around the world. SITE also presents public and educational programs that include conversations with artists and curators, film screenings, performances, concerts, hands-on workshops, and collaborations with Santa Fe Public Schools.

SITE Santa Fe is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

Summary

The Lead Audio Visual Technician reports to the Event Production Manager and works as needed with public events and venue rentals to coordinate audio, lighting, and handle other technology needs as required for an array of presentations at SITE Santa Fe including lectures, panel discussion, performances, dance, and music. Evening and weekend hours are required. This position will also supervise and train the AV Technician Assistant to develop the necessary skills to run AV in SITE's event spaces.

Responsibilities:

- Manage and run AV and other technical demands for public events and venue rentals, including: mixing live sound, managing a variety of audio channels, using the scissor lift to focus and restore lights, running projector and designing technical plans
- Set-up, break down and properly store all AV equipment as dictated by the needs of each event as communicated by the Event Production Manager
- With event staff, assist with overall event setup and breakdown as required for each event. This may include moving piano, stage, chairs and other event-related furniture
- As necessary, communicate with presenters, clients and contractors on pre-production technical logistics
- Advise Event Production Manager in technical aspects of events and support in planning phases
- Oversee sound checks and technical rehearsals for internal events as well as with external clients

- Actively train and mentor Audio Visual Technician Assistant to develop their skills specific to AV work required at SITE
- Support contracted videographers with planning and audio production for video recording of selected public programs for both archival purposes and rebroadcast
- Inventory, maintain and troubleshoot SITE-owned audio-visual equipment
- Research and request purchase of new AV equipment and supplies as needed
- Coordinate equipment rental from outside vendors as necessary and supervise AV-related vendors while in the building
- Participate in occasional department meetings, and provide production updates to museum staff
- Maintain and foster professional working relationships with anyone invited into, renting or contracted to work in SITE's events spaces

Qualifications

- 1) At least 3 years of experience working in sound mixing, broadcasting, audio visual, production or related fields
- 2) Familiarity with digital audio board, various microphones, basic lighting design and best practices of equipment storage and maintenance
- 3) Strong organizational skills, and a strong attention to detail
- 4) Ability to operate and comfortability with use of scissor lift and working at heights of up to 25 feet from the ground
- 5) Excellent interpersonal skills, and the ability to communicate well with others
- 6) A high degree of computer literacy and competency in the Google and MS Office suites
- 7) Ability to work collaboratively with staff and maintain a high degree of professionalism in a dynamic and creative setting
- 8) Embrace SITE's commitment to diversity, equity, inclusion and accessibility

Work Environment and Physical Demands:

- Requires standing and/or walking, with regular need to perform physical actions that include sitting, stooping, kneeling, crouching, reaching, handling materials, pulling, carrying, and pushing
- May occasionally require lifting of various materials and equipment to a maximum of 50 pounds
- Facility may expose employee to loud noise levels, temperature changes, and physical obstacles

Application instructions: Applicants should submit a resume and a cover letter to job@sitesantafe.org, with the subject line "Lead AV Technician" by **Friday, April 21, 2023.**