

Asia Society Career Opportunity

Location: New York

Position: Audio-Visual Systems Manager (Grade 6) Code 1804

PURPOSE:

- 1) Coordination of audio visual/tech matters for events and other program and building requirements.
- 2) Audio-visual systems equipment purchasing and maintenance and purchasing of stock items.
- 3) Training, scheduling and supervision of on-call AV staff.
- 4) Assist Director, EVS and Events Coordinator with event related (non-AV) duties, as required.

RESPONSIBILITIES:

1. AUDIO-VISUAL SERVICES COORDINATION

- Work closely with program staff and Director, EVS and assess needs, make recommendations and manage audio-visual services for events both in the building and, on occasion, at other venues. Coordinate audio-visual services of outside vendors, i.e. simultaneous interpretation, special equipment, etc., in cooperation with staff and rental clients. Review bid of contractors when appropriate. Coordinate audio-visual services for outside clients renting the facilities and liaise with their audio-visual staff.

2. PURCHASING/MAINTENANCE

- Purchasing: Responsible for assessing AV needs in cooperation with program staff, technical support staff and Director, EVS, researching supplies, recommending equipment upgrades and purchases, and purchasing stock supplies and maintaining inventory log of equipment and stock items.

- Maintenance: Responsible for coordinating maintenance and repair of AV equipment. Assess maintenance needs and coordinate maintenance calls for lighting, rigging, audio, and projection systems. Research vendors for outside maintenance of equipment and coordinate

outside equipment maintenance with Director, EVS. Maintain equipment maintenance log with vendor names, fees, and other quotes.

3. SUPERVISING/ SCHEDULING

- Responsible for training, scheduling and supervising on-call AV staff. Manages the technical staffing needs for programs in cooperation with the Director, EVS.
- Provides AV orientation for program staff on a regular basis.
- Other AV duties as assigned.

4. GENERAL EVENTS RELATED DUTIES

- Assist Director, EVS and Events Coordinator in general event related (non-AV) duties as requested and as time permits including setup, internal invoicing, database management and scheduling. Provides general knowledge of entire event overview in order to expedite needs in absence of Director, EVS and Events Coordinator.

QUALIFICATIONS :

- College degree and 4-5 years of technical background and operation of audio, video, computer and slide projection systems preferred.
- Working knowledge of theatrical lighting and staging used in performing arts (dance, music and theater) and film projection.
- Computer literacy, Microsoft Word for Windows applications.
- Prior work experience in a customer service oriented capacity, working in a support services environment.
- Excellent interpersonal skills enabling the individual to build relationships towards a team environment with experience managing staff, working under pressure and meeting deadlines.
- A can-do attitude and ability to anticipate and deal with technical and logistical issues.

COMPETENCIES:

Leadership:

- Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals

- Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

Professional and Results-Oriented:

- Seeks to consistently produce results that achieve goals and objectives
- Conscientious and efficient in meeting commitments and observing deadlines
- Able to work independently with minimum supervision
- Good judgment, tact, and discretion

Ability to translate ideas into action

Collaboration and Teamwork:

- Excellent skills in communicating with people from different cultures, backgrounds, and across time zones
- Works with others towards common purposes to achieve shared goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external relationships
- Acts as a global facilitator to have conversations, exchange ideas and build understanding

Innovation:

- Identifies new and creative ways of doing something or solving a problem that improves, changes and results in value to the organization and constituencies (could be through technology or introducing new ways of thinking)
- Uses technology for impact, reach and efficiency, such as through social media, databases, etc.

Technical Expertise:

- Professional competencies in the related field of work
- Recognizes trends in theory and practice of one's own technical area and effectively prepares for anticipated changes

How to Apply:

Please email your cover letter, resume, and salary requirements to Eventsvsjobs@asiasociety.org Indicate job title and reference code in the subject line. Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates considered for an interview will be

contacted. Please regard your resume as having been received unless your email is bounced back.

Asia Society is an equal opportunity employer.

Asia
Society



Founded in 1956 by
John D. Rockefeller 3rd

HONG KONG
HOUSTON
LOS ANGELES
MANILA
MUMBAI
NEW YORK
SAN FRANCISCO
SEOUL
SHANGHAI
SYDNEY
WASHINGTON, D.C.
ZURICH

GLOBAL HEADQUARTERS
725 Park Avenue
New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315
AsiaSociety.org