Asia Society Career Opportunity

Location: New York

Position: Audio Visual Coordinator

FSLA Exemption Status: Non-Exempt

SUMMARY:

Founded in 1956, Asia Society’s purpose is to navigate shared futures for Asia and the world across policy, arts and culture, education, sustainability, business, and technology. We provide a platform for dialogue and encourage a diversity of views as we try to find the most effective ways forward. Headquartered in New York City, the organization has 12 other Centers around the world, a global staff of 235, and an annual global operating budget in excess of $44m.

The Asia Society is looking for a can-do individual for its events department to support the AV Systems and Production Manager with the operational, logistical and administrative coordination of audio visual requirements for events at its historic headquarters building on Park Avenue. This work includes the maintenance of equipment and training, scheduling, and occasional supervision of AV staff on events. It requires sharp organizational skills, knowledge of AV equipment, systems and operations, flexibility, and good people skills.

RESPONSIBILITIES:

- Assist & consult with department supervisor on Internal/Rental/Theatrical events.

- Assist in the review of technical documentation, stage schematics, rental agreements, production budgets, crew and rehearsal schedules with visiting Production Companies/Artists and our Asia Society Programmers for the proper, safe and successful
execution of performance productions: Music, Dance, Theater, Multi-Media Performance Art, etc.

- Assist in the purchase of equipment/supplies/software to keep the AV Department fully functioning and maintain its’ ability to meet its’ technical obligations to successfully coordinate and execute Internal/Rental/Theatrical events.

- Assist in the maintenance and repair of AV equipment (Audio, Lighting, Video Projectors, 16/35mm Film Projectors, Digital Cinema Projector, Tricaster Encoder—for live streaming, etc) and any and all AV equipment in the various Asia Society venues.

- Other AV duties as assigned.

QUALIFICATIONS:

- College degree and at 3-5 years of Live/Online Production, technical background, and experience managing an AV crew.

- Performing Arts background. Knowledge of Film Projection, Digital Cinema, and Social Media Live Streaming.

- Working knowledge of OBS, Qlab, Adobe, Presentation Pro, Mac/PC computer systems, RTMP, NDI etc.

- Excellent interpersonal skills to build a Team environment. Working under pressure and meeting deadlines.

- A proactive attitude; creative.

- Self-starter with great organizational skills and ability to see projects through with attention to details

- Works well under pressure and in a deadline-bound environment with rapidly changing priorities

- Problem-solver with excellent troubleshooting skills
• Excellent communication and interpersonal skills.
• Ability to lift heavy equipment

HOW TO APPLY:

Please submit your cover letter and resume indicating salary requirements to: Audio Visual Coordinator.

Asia Society is an Equal Opportunity Employer.