



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: LIVE EVENTS TECHNICAL OPERATIONS COORDINATOR

QUALIFICATIONS:

1. High School Diploma
2. Minimum of two (2) years of experience in event coordinator industry.
3. Experience working with the technical aspects of live events, to include but not limited to audio, video graphics and overall media production.
4. Experience in live audio production equipment operation and troubleshooting.
5. Experience in software-based presentation systems. ProPresenter, vMix, Blackmagic Designs preferred.
6. Experience in software-based video editing systems. Adobe Premiere and/or Apple Final Cut Pro preferred.

PHYSICAL REQUIREMENTS: Medium

- Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.
- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

REPORTS TO: As assigned by Bay District Organizational Structure

SUPERVISES: As assigned by Bay District Organizational Structure

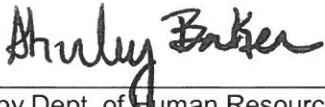
PERFORMANCE RESPONSIBILITIES:

1. Plans learning activities and trains students on state-of-the-art technical equipment related to the successful operation of media production capabilities related to the stadium.
2. Organizes and provides advanced-level state-of-the-art equipment training for staff and students.
3. Arranges and maintains the advertising schedule for the stadium.
4. Coordinates student and adult volunteers for school and community-related events.
5. Supervises and/or secures supervision for use of AV and media production areas for school and community-related events.
6. Meets with outside vendors to provide tours, discuss event-specific details and finalize accommodations.
7. Maintains the integrity of the interior and exterior of the AV media productions areas, including the submission of work orders to the Bay District Schools Maintenance Department.
8. Maintains service logs and schedules necessary maintenance on all equipment related to media production.
9. Works with those operating AV equipment to ensure that content played, recorded and/or broadcast is appropriate for an academic/public environment.

TERMS OF EMPLOYMENT:

1. Successful completion of State and federal Background check is required for employment.
2. 12 months. Paygrade as established by the School Board in Current Salary Schedule 2.
3. Position will always be paid at level zero in regards to experience.
4. Position is part-time and paid on an hourly basis.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.



Reviewed by Dept. of Human Resources

Date APPROVED AUG 28 2018

Adopted by Bay District School Board

Bay District Schools is an Equal Opportunity Employer