

MISS PORTER'S SCHOOL

Title: Audio Visual Technician and Technical Theater Director

Department: Art Department

Job Status: Non-exempt, Part-time, academic year - occasional night & weekend event coverage

Reports to: Art Department Chair

Position Summary: The Audio Visual Technician supports the setup, operation and maintenance of audio visual equipment used for school events and performances. This role ensures reliable operation of sound, video and lighting systems across the school campus. This person will also support the theater program as technical theater director in the afternoons for three major productions.

Essential Responsibilities:

- Set up, operate and break down sound and lighting equipment for school events (speakers, performances, theater production, events and meetings)
- Provide live sound support, lighting control and video projection support
- Assist faculty and staff with av technology (projectors, microphones, etc.) when needed
- Troubleshoot and resolve technical issues in timely manner including during events and performances
- Perform routine maintenance and inventory of AV equipment (sound boards and theater lighting) working with vendors to complete maintenance/installation of equipment when necessary
- Coordinate sound and lighting for events with faculty, staff and students as needs
- Train students and faculty/staff on basic AV equipment use when needed
- Maintain cables, storage areas and equipment organization
- Submit maintenance request work orders for the department areas, campus and events as needed.
- Collaborate with Facilities department on supporting event performance needs and building theater sets
- Support the theater program as technical theater director and instructor
- Perform other duties as assigned.

Qualifications:

- High school diploma or equivalent (Associate's degree or technical training preferred)
- Experience with audio systems, lighting boards and video equipment
- Basic understanding of and ability to troubleshoot electronic equipment
- Ability to lift and move equipment (up to 50lbs)
- Ability to work flexible hours including some evenings and weekends
- Excellent communication, interpersonal, and customer service skills.

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- Strong organizational and time management skills; able to manage multiple priorities and meet deadlines.
- High attention to detail and accuracy; able to perform tasks independently.
- Strong problem-solving skills and a proactive, collaborative work style.

Physical and Environmental Requirements:

- Office environment, av equipment
- Repetitive (keyboard) motion
- Standing for extended periods
- Walking
- Lifting, bending and climbing ladders as needed

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned as deemed appropriate.

Please submit your letter of interest and resume electronically (include job title in your subject line) to: tquinn-careers@missporters.org or apply directly using [this link](#).