

AUDIO VISUAL SPECIALIST

APPOINTED BY: Regional Education Director
ACCOUNTABLE TO: Regional Education Director
TERM: 1 Year

Responsibilities:

- Coordinate on-site arrangements for all audio/visual needs at educational events
- Maintain and store all audio/visual equipment
- Correspond with faculty to determine their presentation needs prior to the event
- Appoint additional staff as needed
- Meet with members of the Education Resource Staff as requested

Each Resource Staff member is responsible for:

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the Regional Education Director
- Contributing to, and implementing her assignments from the Long Range Strategic Plan
- Maintaining contact with other regional and International personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the Regional Education Director
- Submitting a report to the Regional Education Director prior to Regional Executive Committee meetings or updates as requested by the Regional Education Director

Position Expectations:

- Strong organizational skills
- Strong verbal and written communication skills
- Ability to work independently and within groups
- Problem-solving and decision making skills
- Ability to manage moderate stress when working with technology
- Ability to attend regional events; some travel expected