



Colorado Chautauqua Association

Position Description

April 2024

Audio-Visual Tech I

Association Mission and Values

The Colorado Chautauqua Association (CCA) is a 501(c)3 Colorado non-profit corporation dedicated to preserving, perpetuating, and improving the site and spirit of the historic Chautauqua by enhancing its community and values through cultural, educational, social, and recreational experiences. The chautauqua experience is based on lifelong learning, love of nature, voluntary simplicity, music, oration and the arts. Historic significance, traditions, cultural relevance, respite, and enrichment are among the community benefits provided by the Colorado Chautauqua.

General Purpose/Description

The Audio-visual Tech (AV Tech I) is a part-time, non-exempt position providing exceptional, service-oriented AV assistance for the Colorado Chautauqua. The AV Tech I will assist in, and provide support for, the set-up, strike and on-site management of audio-visual equipment for various events, which include weddings, corporate, social and other private functions. The work schedule will vary and include a mix of day, evening and weekend shifts. For purposes of reporting, this position is considered non-essential.

Responsibilities

- Assist in the preparation, set-up, and strike of audio-visual equipment, e.g., computers, microphones, sound speakers, video screens, projectors, video monitors, connecting wires and cables, sound for events, meetings, presentations, and weddings.
- Ensure that all systems are functioning correctly.
- Provide technical support during events as needed, including troubleshooting audio and visual issues.
- Represent CCA in a professional manner and interact courteously with clients and guests to address any AV-related questions or concerns.
- Keep open lines of communication with clients, guests, sales team and IT Manager at all times.
- Maintain inventory, storing and organizing equipment post-event.
- Protect company equipment and report any damage to respective personnel.
- Maintain a clean and safe working environment at all times.
- May assist in other duties as assigned.

Knowledge, Skills & Experience

- 2 years of audio-visual experience or equivalent; hospitality environment is preferred.
- Working proficiencies in the following areas:
 - Digital audio systems; wired and wireless.
 - Digital video recording camera and playback systems.
 - Apple & Microsoft operating systems, business, creative, playback, streaming and broadcasting applications.
 - Knowledge of desktop Zoom app preferred.

Behavioral Traits and Attitudes

- A quick study, with a desire to learn new technologies and grow their technical skill set.
- Demonstrates a positive can-do attitude, a team player.
- Able to prioritize multiple requests and can exercise good judgement in difficult problem-solving situations.
- Excellent communication skills.
- High level of commitment to exceptional customer service.
- Ability to work independently.
- Able to maintain a professional, collaborative relationship with fellow team members, management, clients/guests, outside partners and vendors.

Reporting Relationships

Reports to: IT Manager and supervised by AV/IT Technician

Coordinates with: Sales & Experiences Team

Physical Requirements

Duties require lifting, pushing, pulling and/or carrying of objects weighing up to 50 pounds. Must be able to climb stairs, ladders as well as navigate the site, which has a 200-foot elevation change. Standing for extended periods may be required.

Additional Qualifications

Every employee at the Colorado Chautauqua Association is expected to be a creative problem solver as well as possess a strong and positive attitude regarding hospitality and customer service, striving to provide a high-quality guest experience through every action taken.