

**TITLE:** Audio/Visual Project Manager

**DEPARTMENT:** Finance and Operations  
Information Technology

**REPORTS TO:** Director of IT Infrastructure

**POSITION SUMMARY:** Under the direction of the Director of IT Infrastructure, the Manager provides technical services for the design, installation, maintenance and management of district-wide Audio/Visual (A/V) systems with the goal of providing excellent customer service to the staff throughout the District. This position requires knowledge of Governing Policies and District Regulations and procedures, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills.

**ESSENTIAL FUNCTIONS:**

- Designs A/V systems, creates specifications, selects vendors, and provides project management for installation of A/V systems in all facilities, including presentation stations with projection and interactive board technologies, audio systems, digital signage, and media broadcast.
- Plans, implements, and monitors selection, testing, and installation of all district standard audio/visual equipment; includes ensuring appropriate infrastructure in the planning; ensures the work is done in accordance with district goals, objectives and timelines and in compliance with district policies.
- Conducts ongoing needs analysis, performs independent research/testing and selects new audio/visual technologies
- Assures the technical compatibility of media equipment meets district standards and products.
- Negotiates with/assist negotiations with contracts and subcontractors.
- Designs and develops with Capital Projects all aspects of A/V projects in new construction including equipment selection.
- Plans, installs, implements, and provides infrastructure support for A/V in all facilities, including classroom presentation stations with networked and wireless components, digital signage, video conferencing, media broadcasting, large common areas, theaters, music rooms and other unique need areas.
- Manages installation of A/V equipment, including the development, provision, and facilitation of usage instruction to relevant staff.
- Researches and analyzes audio/visual technical issues and recommends solutions; troubleshoots with building technology staff on A/V equipment issues that may include networked or wireless components.
- Determines procedures to enhance the effectiveness and efficiency of audio/visual systems and communicates such to the Director and other stakeholders as appropriate.
- Creates and maintains appropriate digital documentation and asset inventory of audio/visual systems in accordance with District Regulations and appropriate records retention.
- Maintains individual and IT files, physical and electronic, in accordance with records retention guidelines.
- Determines surplus of obsolete and non-repairable media equipment according to district policy and procedures including cameras, projectors, etc.
- Use technology for communication, presentations, trainings, and recordkeeping.
- Interacts constructively with other administrators and staff.
- Attends and participates fully in staff and other professional meetings as may be assigned or necessary to share information, gather feedback, troubleshoot, share guidelines and procedures, review and create standards, upcoming plans, recommendations for software and subscriptions, etc.
- The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; occasionally getting on a ladder, significant fine finger dexterity.
- Possess knowledge of and adhere to Governing Policies and District Regulations and procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.
- Meet the ISD IT Customer Service Goals by:
  - Listening and speaking with courtesy, patience, and respect to the user referring the issue.
  - Communicating an estimate of the timeline for repair or solution of the issue to the user.

