

Glassboro Public Schools



MEMO

To: Dr. Mark Silverstein, Superintendent of Schools

From: Dr. Robert Preston, Chief Academic Officer

Date: October 5th, 2021

Re: Creation of AV Event Manager position

Recommend Board approve the AV Event Manager for events to be paid at a rate of **\$39 per hour with a minimum of 3 hours per event**. Events include official board of education meetings, professional development workshops, various assemblies and after school events. For events requiring presence of the manager during the day, release time may be granted to the staff member for preparation time for the event. The fee of \$39 per hour is to be paid by the club, event sponsor, or organization hosting the event. The addition of this position ensures coverage at events and allows for rotation of staff. The following is a list of general job responsibilities:

Job Summary

The AV Event Manager provides audio and visual support for events, classrooms, and school auditoriums. Primary responsibilities include providing a variety of audio/video support, video production, livestreaming event support, maintenance of technical equipment, digital signage, and oversight of student assistants. This position serves as the manager of the Glassboro High School Auditorium.

Primary Duties and Responsibilities

1. Provide technology support services for school events, performances, meetings, and special programs, including live sound and video production, internet streaming services, and video conferencing
2. Direct and mentor student assistants and volunteers; support other schools in district for services (release time to be given)

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3. Install, maintain, and troubleshoot technology systems for event spaces, classrooms, and offices, including digital signage, video conferencing, voice systems, and other AV equipment.
4. Remain current in the field of AV production and technology by attending workshops, reading online and print publications, and observing programs in other districts & institutions
5. Perform other duties as assigned by administration