



Opening Date: 5/24/19  
Closing Date: Open Until Filled

## **Vacancy Announcement #54-19 Lead AV Producer/Tech Supervisor - Casual**

**SALARY: NEGOTIABLE**

**DC Residents Preferred**

### **EVENTS DC**

#### **Engage, Excite, Entertain.**

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

### **SUMMARY DESCRIPTION**

Lead audio-visual producer/tech supervisor - casual performs a variety of tasks and work with audio, video and lighting equipment, with the ultimate goal of producing professional video presentations. These tasks include the arranging, connecting, tuning and operation of video and lighting equipment. The function of these components and their interconnectivity to computers is important to correctly running wires and cables and creating a harmoniously functioning audio-visual program.

Other responsibilities include preparing run of show schedules, video programming run of show schedules, monitoring live feeds to ensure quality, diagnosing and resolving problems, and digitizing the data.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed on an 'as needed' basis. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment.

- Act as AV representative to all outside entities on behalf of Events DC
- Liaison with any outside entities leasing space for events at ESA
- Serve as the AV expert/consultant on all AV needs, to include consulting on the build and infrastructure at the arena on behalf of Events DC

- Work with outside entities on pre-production of events and be the point of contact for all AV needs on the day of the event
- Work with and help to identify, schedule in-house casual staff as needed on behalf of Events DC paid by Events DC
- Produce and/or serve as Tech Manager for all events occurring at the arena as needed
- Work with internal/external entities on format, creation of production elements, load-in and any other duties that would require seamless and efficient execution of an event
- Stay abreast of new technology and best practices in the industry
- provide efficient and effective ways to execute world class events
- Serve as the subject matter expert and consult with necessary internal staff persons in regard to budgetary impact and issues
- Live event management, consultation and administration, and attendance at event production meetings
- Technical setup and delivery of live events using in-house and hire equipment and working alongside on-site and cover support technicians.
- Gathering and interpretation of technical requirements for events. Work with av manager to identify needs for additional equipment and resources.
- Ensure event space is safe and hazard free and all cables are secured and tidy.
- Additional related duties as required, identified and assigned

### **SKILLS, KNOWLEDGE AND ABILITIES**

- Thorough knowledge of the practices, methods, materials and tools commonly used in set-up services.
- Technical ability to work on a variety of sound/video/lighting systems
- Considerable knowledge of the hospitality industry with demonstrated successes in service delivery.
- Considerable knowledge of the occupational hazards and safety precautions employed in set-up services.
- Demonstrated skills and techniques to recognize problems and apply timely and appropriate corrective actions
- Ability to plan, coordinate and direct the work of staff as directed in “normal” and pressured situations.
- Ability to communicate effectively, both orally and in writing.
- Adapts to changes in the work environment, able to deal with frequent change, delays or unexpected events with poise and professionalism
- Ability to work in a high-volume environment while maintaining solid productivity and quality of work.
- Demonstrated ability to work in a fast-paced environment.
- Ability to work a flexible schedule, including days, evenings, nights, weekends and holidays.

### **ADA ESSENTIAL FUNCTIONS**

- Strong attention to detail and accuracy
- Ability to interface well with the public.
- Ability to walk extended distances and climb stairs to access the interior and environs of the Center.
- Ability to read and write instructions, floor plans, forms and other written materials.
- Ability to converse orally and utilize standard telephones and two-way radios to receive and communicate information to staff and customers.

### **CORE COMPETENCIES (MANAGER STAFF)**

- Leadership
- Human Capital
- Strategic Thinking
- Operational Effectiveness
- Financial and Expense Management

## **MINIMUM QUALIFICATIONS**

- Bachelor's Degree in related field
- Five + years Control Room experience or supervisory AV experience in an arena/stadium or related venue/property
- Five + years Control Room production

## **REQUIREMENT**

- All positions require candidates to successfully complete our background screening process

**In an effort to protect our environment from paper waste all candidates must apply on-line on our website:**

**<http://careers.wcsa.com/employment/application.aspx>**

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW  
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.  
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC  
Human Resources Department  
801 Mount Vernon Place, NW  
Washington, DC 20001**

**All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.**