

Camera Club of Hendersonville

### **Audio Visual Coordinator**

The Audio Visual Coordinator will work with the Steering Committee to provide visual and audio services to both the General and the Critique Meetings

#### **Typical Tasks:**

- Set up projection equipment for all meetings
- Insure that audio microphones are available and operational
- Provide assistance to Guest Presenters and Forum Critiquers with A/V issues.
- Select and train an assistant to fill in if Coordinator is not available.
- Maintain custody of the microphones, the projector and its peripherals.

#### **Qualifications:**

- Regularly attend General Meetings
- Have a good working knowledge of the sound system, the projection equipment, and its interface with computers, both PCs and Macs.

Revised 08/12/2019