

# **Camera Club of Hendersonville**

## **Job Description**

### **Audio Visual Coordinator**

The Audio-Visual Coordinator will work with the CCoH Board and specifically with the Program Director to provide visual and audio services to the Monthly Meetings, mini-workshops and other special events as requested.

#### **Typical Tasks:**

- Set up the CCoH PC and connect it to the projector and Fender speakers.
- Ensure that audio and Zoom microphones are available and operational.
- Assist Guest Presenters and Photo Critiquers with A/V issues.
- Select and train an assistant to fill in if the A/V Coordinator is not available.
- Maintain custody of the CCoH PC, Fender speakers, microphones, the projector and all peripherals.
- If requested, pre-load files on the CCoH PC needed for the Monthly Meeting.

#### **Qualifications:**

- Regularly attend Monthly Meetings and mini workshops.
- The ability to communicate and coordinate with others - specifically Program Director and Zoom Coordinator.
- Have a good working knowledge of the sound system, the projection equipment, and its interface with computers, both PCs and Macs.

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