

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Audio Visual Technician (IT)
Salary:	\$55,000 – \$65,000
Bureau/Division:	Information Systems and Technology
Period:	November 4, 2015 – Until Filled

JOB DESCRIPTION

The Bureau of Information Systems and Technology provides a full range of technology support services for key business functions and Charter mandated responsibilities of the Comptroller's Office. These service include: technology strategic planning, web site development, graphic design, disaster recovery, systems development, network administration, audio/visual services, business process re-engineering, change management, program management, security administration, help desk, computer operations, telecommunications, and document management.

Under the direction of the Deputy Chief Information Officer of Application Development, the Audio Visual Technician (IT) will be responsible for all aspects of activities related to A/V set-up and operation of live events. Responsibilities include, but are not limited to, the following:

- Serves as technical expert and manager of all webcasting events streamed via Livestream;
- Oversees the technical aspects of recorded programs, such as leading a team on the day of a webcast, operating webcasting equipment during presentations, transports, sets up and breaks down webcasting cart (cameras, projector, microphones, computer, cables);
- Serves as Audio Visual Lead and technician for all live events of the Comptroller's office, including town-hall meetings, public heritage events, conferences, and special speaking events. Responsible for setup, operation, and breakdown of all equipment. Works with Director of Special Events to coordinate and plan for all related technology needs;
- Provides technical support during live webcast communications between online audience and presenter; monitors and provides support for the successful completion of event;
- Assists on shot selection, audio levels; video quality and editing, including: insertion and/or deletion of footage; views presentation materials to be Webcast, edits for visual clarity, and prepares Webcast for Web or CD delivery;
- Monitors the use of Webcasting equipment, assists with recommending equipment modifications, replacements; tests equipment and configurations for optimum performance and adjusts as necessary;
- Coordinates maintenance of equipment with IT staff, and maintains familiarity with all related emerging technologies;

- Performs video editing and audio mixing, recording press conferences, teleprompter operation and A/V support for events;
- Performs other related assignments and special projects as required.

MINIMUM QUALIFICATION REQUIREMENTS

Three (3) or more years of progressively responsible experience acquired within the last eight years as audio visual technician, webcast technician, broadcast technician in the field of television, radio, information technology, or a closely related field.

PREFERRED SKILLS IN ADDITION TO MINIMUM REQUIREMENTS

- Proficiency working with computers, laptops, multimedia, audio and video equipment, Webcast technologies, robotic cameras, mixers;
- Knowledge/familiarity with streaming media, Livestream and software used to capture, edit and deliver content online;
- Excellent organizational, planning, management and communication skills;
- Ability to work effectively with all levels of the organization to complete assigned projects within the specified timeline expected.

TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply. We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: November 4, 2015	POST UNTIL: Until Filled	JVN: 015/016/027
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The NYC Comptroller's Office is an Equal Opportunity Employer