



# MAUI OCEAN CENTER

## **JOB DESCRIPTION: TECHNICIAN AUDIO VISUAL**

**Job Title:** Technician Audio Visual

**Reports To:** Exhibit Designer

**Status:** Part-time, Nonexempt

**Date:** March 2018

### **CHARACTER OF THE POSITION**

(Nature, scope and organizational relationships)

Directly responsible for all audio visual components of the park. Basic set up and operation of small to large-scale audiovisual systems in a hospitality environment. Oversees existing audio visual equipment in the park and oversees setup and operation of new systems. Experience with low voltage electronics and a very strong technical background in multi-media creation and presentation. Demonstrates a creative and positive attitude, detail oriented, self-starter and can work on projects with minimum supervision. Genuinely enjoys working with both internal and external customers and exemplifies professional and ethical behavior at all times while furthering the mission of the organization.

#### **Familiarity with the following equipment is preferred:**

Audio

Visual

Lighting

Computers

Wireless

Microphones Power Speakers

Digital video playback

Basic Electrical

Receivers

Amplifiers

Digital Media Players

### **MAJOR DUTIES & RESPONSIBILITIES**

(Statements that reflect measurable results)

Average  
Percent  
of Time

- 75% Ensures a flawlessly executed event through accurate and timely setup, operations, and breakdown of basic audiovisual equipment. Operates and provides technical support for all audio visual equipment for all aquarium programs. Provides basic audio visual services with set up and operation of various equipment for lectures, seminars and other events. This includes slide projectors, dissolve units, light boards, lights, sound boards, microphones, amplifiers, speakers, television monitors, video projectors, computers and other audio-visual related devices. Maintains an open chain of communication regarding ongoing projects. Troubleshoots technical issues. Works well independently without direct supervision. Works well with others including the public, co-workers, volunteers, interns and vendors.
- 15% Cleans exhibits and ensures safe operation. Sets and upholds exhibit standards based on the most recent information. Tracks ordered parts and project status. Weekly guest experience quality control inspections to include all areas with which guest come into contact including exhibits, structures, outdoor features, signage and buildings with an eye toward providing positive and impactful guest experiences.
- 10% Organize and archive potential exhibit elements. Completes weekly reports and other required paperwork. Keeps work areas safe, neat and orderly. Be available for all exhibit and related customer experience needs.

### **SUPPORTIVE FUNCTIONS**

In addition to performance of the major duties and responsibilities, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by management based upon the particular requirements of the organization.

- Assists management with additional projects and program development as needed.
- Maintains a professional appearance in adherence with dress codes and grooming guidelines.
- Other duties as assigned.

### **PHYSICAL REQUIREMENTS**

**Frequency Key: Rare – up to 1 hour; Occasional – 1-3 hours; Frequent – 3-6 hours; Constant – 6-8 hours**

The frequency of physical activity is as follows:

- Constant – standing, near vision, far vision, hearing, and talking.
- Frequent – walking, crouching/bending/stooping, reaching, grasping, and pushing/pulling

- Frequent – climbing stairs and lifting/carrying up to 50 lbs.
- Occasional – sitting and travel

### **MINIMUM QUALIFICATIONS**

- Minimum 4 years' experience of related exhibits//display/set creation, fabrication, maintenance, and technical.
- High school graduate or general education degree (GED) required
- College degree preferred
- Ability to read, write and comprehend the English language.
- Exceptional guest service/vendor relation skill including verbal and professional-level written communication.
- Must provide full time availability including evenings, weekends, holidays and evening functions.
- Jack of all trades with the ability to prioritize, multi-task and work independently.
- Ability to work outdoors in all weather conditions including; wind, rain and full sun.
- Proficient with the use of computers and electronic devices in the work place including but not limited to radios, DVD players, CD players, portable amplification devices etc.
- Safety conscious. Comfortable working around children and large crowds.
- Adhere to Maui Ocean Center Ethics and Conflict of Interest policies as well as other policies as laid forth in the employee handbook.

I HAVE READ AND UNDERSTAND THE POSITION DESCRIPTION  
INFORMATION AND HEREBY STATE THAT I CAN PERFORM THE ESSENTIAL  
FUNCTIONS OF THE JOB.

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PRINT NAME

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SIGNATURE

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DATE