Audio Video Technology/Recording Specialist

About the Q Center

The University of Washington Q Center is a fierce, gender and sexuality advocacy and resource center. Through regular programming and community events, resource referral, and educational and advocacy work, we support students, faculty, staff, and alumni of all sexual and gender orientations, identities, and expressions. We are committed to facilitating a brave, affirming, liberatory, and celebratory environment for all and approach our work with intentional intersectional and interpersonal processes.

Opportunity Description

The Q Center is seeking a passionate and dedicated **Audio Video Technology/Recording Specialist** to join our team! This team member will execute a variety of skills and responsibilities requiring initiative, a team player attitude, attention to detail, and superb organizational skills. The **Audio Video Technology/Recording Specialist** will provide limited duration audio/visual technology and recording support, will work in partnership with professional and student staff on programs and events, as well as fulfill day-to-day duties of running the community space.

Responsibilities

- Determine formats, approaches, content, levels, and mediums to effectively meet objectives within budgetary constraints, using research, knowledge, and training.
- Meet with directors and staff to discuss assignments and determine filming/recording sequences, camera movements, composition, and achieve the desired production piece.
- Plan and develop pre-production ideas into outlines, scripts, story boards, and graphics, using own ideas or specifications of assignments.
- Reserve audio-visual equipment and facilities, such as meeting rooms from UW Tower Operations and/or Academic Technologies when possible.
- Obtain, set up, and load videotapes for scheduled productions or broadcasts.
- Locate and secure settings, properties, effects, and other production necessities.
- Coordinate activities of interviewees, other personnel, etc. during production.
- Obtain and preview programs (if available) prior to events to become familiar with the order and approximate times of pieces.
- Perform narration of productions or present announcements.
- Set up, test, and adjust recording equipment for recording sessions and live performances.
- Construct and position properties, sets, lighting equipment, and other equipment before and after production, and during intermissions.
- Record and edit video, audio, and other media material, such as soundtracks, images, or video clips, using audio recording and editing equipment.
- Mix and regulate video, image, and sound inputs and feeds or coordinate audio feeds with (i.e. from live programming, or from network to local programming).
- Synchronize and equalize prerecorded dialogue, music, and sound effects with visual, using control consoles.
- Produce rough and finished graphics and graphic designs.

- Compress, digitize, duplicate, store audio, video, and media data, and keep log.
- Separate instruments, vocals, and other sounds, and combine sounds and other media during the mixing or postproduction stage.
- Install, adjust, maintain inventory of, and operate electronic equipment to record, edit, and transmit radio and television programs, motion pictures, video conferencing, podcasts, or multimedia presentations.
- Perform minor repairs, upgrades, maintenance, and routine cleaning of audio and video equipment.
- Diagnose, report for repair, and resolve media system/equipment problems.
- Conduct training sessions on selection, use, and design of audio-visual materials and on operation of presentation equipment, as needed.

All Staff

Community Engagement
- Lead Q Center drop-in hours weekly/as needed
- Consult with Labor Relations & Development Counselor to suggest affiliates for the Q Center
- Work with internal and external partners to build a more robust resource repository

Collaboration
- Collaborate with student staff to gain information regarding information relevant to share with or receive for scope of work
- Contribute library-based recommendations to the communications and multimedia specialist and outreach coordinator

Equity Integration
- Integrate social justice into position implementation (race, gender, sexuality, ability, nation of origin, marginalized religion, class, etc.) and discuss with Associate Director
- Go to or access training as needed with the Labor Relations & Development Counselor
- Ensure that all materials are accessible in nature from a dis/ability justice approach
- Discuss how professional growth opportunities influence the implementation of components concerning of the positional scope with Associate Director and Program and Services Advisor

Labor Relations and Development
- Participate in and document professional growth opportunities at least once a quarter and consult with the Labor Relations & Development Counselor
- Submit resources pertaining to position no less than once a month to the Labor and Relations Development Advisor and discuss how these resources can and do influence work production and deliverables

Special Projects
- Select no more than 2 electives in house initiatives to collaborate on outside of scope of position
- Special Projects and Assigned
- Collaborate on Lavender Graduation, as needed

Performance, Tracking, Supervision, and Staff Meetings
- Attend weekly staff meetings and Weekly supervision meetings with Associate Director and the Program and Services Advisor
- Create a weekly work log for supervision and staff meetings
- Attend weekly supervision with Associate Director and Program and Services Advisor
- Attend weekly staff meetings and report out on work log, asks, action items and upcoming project components
- Create a weekly log of work for Associate Director and staff meeting
- Ensure that all materials are accessible in nature from a dis/ability justice approach
- Develop metrics of evaluation for outreach effectiveness with program graduate student staff and Program and Services Advisor

Requirements

Technology Skills
- Audio Video Technology/Recording
- Computer aided design CAD software Hot technology — Autodesk AutoCAD

- Data base user interface and query software — Data entry software
- Desktop publishing software — Adobe Systems Adobe InDesign Hot technology
- Development environment software — Adobe Systems Adobe Creative Suite
- File versioning software — Git Hot technology
- Graphics or photo imaging software — Adobe Systems Adobe Photoshop Hot technology; Microsoft Visio Hot technology
- Metadata management software — Perforce software
- Music or sound editing software — Adobe Systems Adobe Audition; Audio editing software; Avid Audio Pro Tools; Musical instrument digital interface MIDI software (see all 5 examples)
- Video creation and editing software — Adobe Systems Adobe AfterEffects Hot technology; Apple Final Cut Pro; Apple iMovie; Corel Ulead DVD Workshop
- Video conferencing software — Cisco Systems WebEx

Production
- Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Operation
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Controlling operations of equipment or systems.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Considering the relative costs and benefits of potential actions to choose the most appropriate.
- Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Time Management & Organization
- Managing one's own time and the time of others.

Interpersonal
- Adjusting actions in relation to others' actions.
- Talking to others to convey information effectively.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Knowledge
- Circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Transmission, broadcasting, switching, control, and operation of telecommunications systems.
- Theory and techniques required to compose, produce, and perform works of music, dance, visual arts, drama, and sculpture.
- Practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

- Principles involved in strategic planning, resource allocation, production methods, and coordination of people and resources.
- Design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

Experience

- Experience working within and/or knowledge of queer communities.
- Knowledge of LGBTQIA+ issues and other social justice, inclusion, and equity topics.

Work Location

- Virtual; Temporarily due to COVID-19.
- May be asked to go to physical space with COVID precautions in place as needed.
- Additional accommodations may be put in place with supervisor's approval.

Hours

10 hours per week preferred. Extended hours available during summer upon approval.

Reporting Structure

- This position will be supervised by the Associate Director.
- This is a student position for currently enrolled UW students. Work study eligibility preferred.

This Job is Ideal for Someone Who is

- Punctual, reliable, professional, and fun.
- Has excellent interpersonal and organizational skills.
- Works well in a team situation.
- Interested in upholding Q Center goals and values.

To apply: Please email your resume and cover letter to notaee@uw.edu, and we will review applications as they arrive. This position will start immediately and will remain open until filled. All applicants encouraged to apply!