

JOB DESCRIPTION

Position: AV/IT Manager
Hours: Fulltime
Terms: On application
Line Manager: Centre Director

This is a central role in Dzogchen Beara, supporting staff and volunteers with their daily activities, supporting the public meditation retreat programme and smooth online engagement with the public. The AV/IT Manager is supported by a fulltime AV/IT volunteer.

The role has a strong problem-solving dimension; the successful applicant should be a logical person with experience of diagnosing and solving hardware/software faults. Good analytical and communication skills are required in order to provide the appropriate answers to staff queries.

Audio-visual skills are necessary in order to offer the best experience possible to people coming on retreat and it is a wonderful opportunity to work with the teachings whether live or on digital formats.

A thorough handover will be carried out with the current manager.

Responsibilities:

1. Ensure availability and proper allocation of technical and human resources during events.
2. Coordination and supervision of external contractors.
3. Set up laptops, TVs, webcams, and microphones for various retreats
4. Knowledge of mixing desks, microphones, amp's.
5. Operate mixing desk during retreats
6. Play movie files, slide shows, and pdfs using extended desktop onto TV screens
7. Troubleshoot internet, network, file server, printers
8. Troubleshoot PCs (windows 7 and 10) and Macs (Mac OSX)
9. Perform hardware upgrades of old computers
10. Troubleshoot smartphones and tablets
11. Burning of MP3 or audio CDs
12. Simple Audio and Video conversion
13. Support the office staff with online database
14. Regular File server backups
15. Website updates (with content management system)

Requirements

- Rigpa student
- Problem solving and troubleshooting of computer hardware and software faults
- Basic understanding of Local Network technology (hubs, firewall, wifi access points) and file servers
- Knowledge of Digital audio and video formats and conversion tools
- Knowledge of Office suite (Microsoft and OpenOffice)
- Audio Visual (mixing desks, microphones, TV monitors, cabling)
- Basic knowledge of databases