# Job Description

**Position: AV/IT Support**

# Hours: Fulltime residential

# Terms: Practising Sangha volunteer with monthly allowance

## Line Manager: AV/IT Manager

This position is a great opportunity for anyone with IT or audio-visual skills to help Dzogchen Beara’s staff and volunteers with their daily activities and to support the public retreat programme.

As a member of the practising sangha you will play an important role in the daily life of Dzogchen Beara by joining a team that holds the heart of our daily spiritual practice.

The successful applicant should have some experience of working with computers. Good analytical skills are also needed in order to provide the appropriate support to staff members.

We will help you to develop audio-visual skills 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 in recorded format.

We will provide you extensive training to grow into your position.

*You will have a single room in the retreat area.*

**Responsibilities:**

1. Set up laptops, TVs, webcams, and microphones for various retreats
2. Operate simple mixing desk during small retreats
3. Play movie files, slide shows, and pdfs onto TV screens
4. Troubleshoot internet connection, network, printers
5. Support for PCs (windows 7 and 10) and Macs (Mac OSX)
6. Help users with their smartphones and tablets
7. Burning of MP3 or audio CDs
8. Simple Audio and Video conversion
9. Website updates (with WordPress content management system)

**A typical working day is 6 hours and a working week is 5 days.**

**Your day will also include participation in and support of the daily schedule of practice and ritual.**

**You are asked to make an initial commitment of 6 months to a year, with a 6-week trial period.**

**Requirements**

* Rigpa Student
* Familiarity with Rigpa Vajrayana practices and a willingness to train in ritual and participate in practice rotas
* Problem solving and troubleshooting of basic computer hardware and software faults
* Basic understanding of Local Network technology (hubs, firewall, wifi access points) and file servers
* Knowledge of Office suite (Microsoft or OpenOffice)
* Audio Visual (mixing desks, microphones, TV monitors, cabling)