

## JOB DESCRIPTION

**Position:** AV/IT Support  
**Hours:** Fulltime  
**Terms:** AV Specialist  
**Line Manager:** AV/IT Manager

This position is a great opportunity for anyone with Audio/Video (AV) skills to support the Dzogchen Beara programme and communications and to assist in visualising and planning the setup and operation of the AV for the new temple.

The successful applicant should have experience of working with audio and video equipment. Additionally you should have some experience in IT. Good analytical and communicative skills are also needed in order to provide the appropriate support to staff members.

We will help you to further develop IT and audio-visual skills in order to offer the best experience possible to people coming on retreat.

We will provide you training to grow into your position.

*You will receive a monthly salary.*

### **Responsibilities:**

1. Develop, install and operate new AV solutions for the upcoming temple
2. Set up microphones, TVs, cameras, webcams and computer for various retreats and events
3. Operate mixing desk or camera during retreats and events
4. Play movie files, slide shows, and pdfs onto TV screens
5. Burning of MP3 or audio CDs
6. Simple Audio and Video conversion, archiving of recordings
7. Helping the IT manager to keep the infrastructure running
8. Support for PCs (windows 7 and 10) and Macs (Mac OSX)
9. Help staff members with their smartphones and tablets
10. Troubleshoot internet connection, network, printers
11. Simple Website updates (with WordPress content management system)
12. Being a team member to develop new technological solutions for Dzogchen Beara

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

### **Requirements**

- Audio Visual experience (mixing desks, microphones, TV monitors, cabling, computer)
- Knowledge of Office suite (Microsoft)
- Being interested in new technologies

### **Desireable**

- Rigpa student
- 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