

AV Grad Coordinator Job Posting

Position Summary: Under the direction of the Manager - AV Integration and Production, the Coordinator is responsible for assisting in the facilitation of late-night and weekday event technology management. This position requires knowledge of lighting, sound systems, and meeting technology. The AV Grad Coordinator will assist in the training and supervision of student staff regarding safe set-ups, operations, monitoring, and refinement of sound and lighting systems, video display, and computing equipment in all areas of the Student Centers. The work-week schedule for this position is based on the events requiring technical expertise, typically evening and weekends; however, this position will also assist with some daytime events and system upgrades and installations when additional support to the Manager –AV Integration and Production is needed. This position is fully on-site at the Newark campus and requires regular movement between Trabant and Perkins student centers.

Responsibilities:

- Serve as primary liaison during weekend and evening hours between vendors, presenters, performers, and their representatives, sound engineers, and lighting directors to meet performance and event needs.
- Supervise, train, and orient 20 Student Technicians in the safe and proper use of rigging and audio, video, lighting, and all technical equipment utilized to support events and programs.
- Set up and install equipment such as microphones, audio speakers, lighting, video displays and projectors, video cameras, and recording equipment.
- Maintain AV inventories across facilities. This includes, but is not limited to, managing lifecycle, updating equipment, creating training manuals, and completing small repairs as needed.
- Committed to fostering a workplace culture of belonging, where diversity is celebrated, and equity is a core value.

Hours and Estimated Pay:

- \$22 per hour with an estimated 20-25 hours per week
- Desired schedule - Mondays 8 am-4 pm, Wednesdays 8 am - 4 pm, Fridays and/or Saturdays (as needed) 4 pm-1 am

Desired Characteristics of Applicants:

- Skills and experience with sound, lighting, and audio-visual design, staging, and computing hardware connections. Ability to interpret lighting diagrams. Knowledge of theatrical electrics and/or rigging.
- Ability to use independent judgement to solve complex technical problems under strict time constraints, and the ability to work independently.

- Ability to run live event audio, lighting boards, and video recording equipment
- Has experience supervising student staff and understanding student employee needs and expectations.
- Ability to lift and move, with or without assistance, set pieces, rigging, and audio equipment weighing up to 50 pounds.

Application Requirements:

- Applicants must submit a resume and cover letter to the current Manager of AV Integration and Production, Carrie Cunningham, via email to carriemc@udel.edu with the subject line “AV Grad Coordinator Application”.
- This application will be open until filled, with a desired start date of 12/1/25 and an end date of 6/31/26.