



Media Production Event Specialist

Full Job Description

George Fox University's Media Production Services team, in the Institutional Technology (IT) department, is in search of a Media Production Event Specialist to be a part of digital transformation by serving as the technical producer coordinating all audio, graphics, lighting and video for live events in the Bauman Auditorium and other campus locations.

About the Job:

The Media Production Event Specialist will work closely with the rest of the Media Production Services team to build a culture of high-quality production at the university. The Institutional Technology (IT) department's commitment to innovation, its ability to add relevant educational programs to meet market needs, and its dedication to a transformative Christian mission have led the university to successful efforts in digital transformation and technical innovation.

Job Responsibilities Include, but Are Not Limited To:

- Set up and operate all aspects of audio including mixing input levels and setting. EQs (on digital or analog consoles) and setting up complete sound systems for PA and musical groups (microphones, instruments, line inputs, monitors, speakers, etc.).
- Operate video production equipment for live events, live streams and recordings including video capture systems, cameras, switchers, and software for recording/streaming.
- Post-production (including video editing and sound mixing for recordings).
- Stage lighting installation, operation, design, complete system programming and maintenance.
- Collaborate with campus and external constituents on live events providing quality customer service to ensure consistent results.
- Oversee and train student employees during event production.
- Develop a working knowledge of all event spaces on campus including their respective AV infrastructure and distribution systems programming.
- Support ongoing management and maintenance of classroom hardware and software installations. This includes documenting and maintaining inventory of classroom systems.
- Support and troubleshoot complex technology issues during high-stress situations.
- Communicating effectively and courteously with others, including employees, students, and the public, in a spirit of teamwork, respect and customer service.
- By actions, words, and lifestyle, be a Christian role model to students, whether through casual contact or in a formal supervisory role.
- Demonstrating awareness, respect, and appreciation for diversity of culture, background, race, sex, political views, expressions of faith, etc. and works well with a variety of people.
- Other duties as assigned.

We're Looking for Candidates Who Have:

- A Bachelor's degree (in a media related field preferred) or equivalent experience.
 - A combination of education and experience that prepares you to be successful in a variety of audio production and lighting/video support roles.
 - Experience with digital and analog audio mixing consoles, techniques and knowledge of audio and live or studio setup/teardown including cabling and equipment.
 - The ability to work flexible hours on most evenings and weekends.
 - An active driver's license and a clear DMV record.
 - The ability to frequently lift more than 25 pounds, stand and/or stoop for extended periods of time.
 - High level of dependability and ability to work independently as well as on a team.
 - Experience and aptitude with technical troubleshooting of media systems.
 - Ability to extend strong customer service to a broad range of constituents.
 - Ability to communicate effectively in English, orally and in writing, including on the telephone, and to understand and follow instructions.
 - A personal commitment to Jesus Christ and express their Christian testimony in a church. In addition, employees agree to live in agreement with the Community Lifestyle Statement and affirm the theological commitments expressed in the Statement of Faith.
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George Fox University has been transforming student's lives for over 125 years. We are a Christ-centered community that prepares students spiritually, academically, and professionally to think with clarity, act with integrity, and serve with passion. Our vision is to be the Christian university of choice known for empowering students to achieve exceptional life outcomes. We put students first, with Christ at the center of our work, embracing change in order to improve. We are looking for enthusiastic candidates to join us in creating transformational experiences for our students.

Being a part of our community means a commitment to faith and to a lifestyle that is consistent with the university's mission as described in the [Statement of Faith](#) and [Community Lifestyle Statement](#) on our website. As a Christ-centered community, George Fox University is an institution that values [diversity](#) as an essential dimension of God's design for human communities. In seeking to become a more inclusive community, we especially encourage applications from women and candidates from racial and ethnic backgrounds that are underrepresented in our community.

What is most appealing about working at George Fox University?

- Faith-friendly: Our culture is unique for higher education. At George Fox you can pursue academic excellence while integrating scriptures, praying with staff members and students at work, and helping to make an impact on the world in a way that promotes Christian values.
- Unapologetically Christian: As a university, we have an enduring commitment to Christ, his kingdom and the truth of God's Word.
- Live out your calling: You are able to use your God-given talents and abilities while having a profound influence on students as they deepen their relationship with Jesus Christ.
- Equip students for kingdom work: You can be a part of helping students discover their callings, at which they will be able to glorify the kingdom of God just as they have seen you do.

For your personal well-being we offer:

- A strong Christian vision and mission-led organization with opportunities for your growth and contributions.
- Wonderful Christian peers and a vibrant student population.
- A beautiful and peaceful campus environment with areas to walk and coffee shops and restaurants close by.
- Free Fitness Center membership.
- Free parking.
- Rich employee benefit package.