Brandeis University’s Office of High School Programs
Technical Coordinator Summer 2015

The Office of High School Programs at Brandeis University seeks to hire a technical coordinator to manage the audio-visual needs of our summer programs: BIMA, Genesis, Impact Boston, App Design Boot Camp, Mock Trial, and Service Corps. These programs take place at Brandeis University from mid-June through early-August and attract highly motivated and talented high school students as well as top-notch faculty and staff from around the world. More information about these programs can be found on our website: www.brandeis.edu/highschool.

Dates and Hours:
The dates for this full-time (35 hrs per week), temporary position are June 22-August 7, 2014. Hours will vary depending on the summer performance schedule and will require evening and weekend work.

Responsibilities:
The technical coordinator will:
• Determine the programs’ technical needs for the summer and develop a plan for obtaining the necessary equipment and resources;
• Provide technical support for performances, presentations and concerts;
• Provide training for faculty and staff on how to access and use standard audio-visual equipment on campus;
• Record student performances (live and studio);
• Provide opportunities for BIMA music students to use professional recording equipment;
The technical coordination workload will vary from week to week. When not working on the projects outlined above, the technical coordinator will be expected to provide general assistance on other projects in the Office of High School Programs.

Qualifications:
• Ability to work collaboratively with artists, performers, and educators to determine and address their technical needs;
• Experience arranging and providing technical support for live concerts and performances;
• Experience with music and video recording (live and studio);
• Resourcefulness, creativity, and the ability to work with minimal direction/supervision;
• Reliability, dependability and punctuality;
• Ability to manage multiple projects simultaneously;
• (Preferred) Familiarity with Brandeis University music facilities, recording equipment, and technology services.

To Apply:
Candidates should send a resume to highschool@brandeis.edu and submit a staff application form on our website: www.brandeis.edu/highschool/employment