



## Job Description

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<b>Job Title:</b>	Conference Center Technology Coordinator	<b>Grade:</b>	J
<b>Department:</b>	Corporate & Continuing Education - HCC	<b>FLSA:</b>	Exempt

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*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Coordinates the scheduling, set up and operation of public address systems, AV equipment and sound recording equipment for the college.

### **Characteristic Duties and Responsibilities:**

1. Provides technical support for audio-visual and computer equipment for HCC clients and staff.
2. Serves as liaison between HCC and ITS regarding equipment standards, networking and computer equipment support.
3. Researches and evaluates the latest technology/equipment specifications along with client needs. Makes recommendations regarding supplies and vendors for audio-visual purchases and installations.
4. Maintains a current inventory of audio-visual equipment for HCC.
5. Performs routine maintenance and repair of audio-visual equipment.
6. Serves as administrator for HCC booking & room diagramming software and social media sites.
7. Maintains an inventory of client company logos for use by HCC staff, in group signage.
8. Designs and schedules graphics and messaging for HCC digital signage. Maintains equipment as necessary.
9. Records and digitally edits audio for meeting sessions per client requests.
10. Provides training for HCC staff on basic audio-visual equipment, skills and techniques.
11. Sets audio visual and computer equipment to client specifications.
12. Responds directly to client inquiries and requests and ensures overall guest satisfaction.
13. Serves as dedicated Technician during client presentations
14. Provides consistent communication with Harris Conference Center sales, planning and operational staff.
15. Sets tables and chairs according to client specification.
16. Perform other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to the Executive Director of Harris Conference Center

**Direction Given:** No responsibility for supervision others



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### **Minimum Requirements:**

Bachelor's Degree from a regionally accredited institution in a computer technology field or related and two years' experience in Audio/Visual Support, Computer Support, Hospitality/customer Service Industry or related field

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Technical expertise in sound reinforcement and recordings  
Knowledge of electronics and audio visual equipment  
Strong customer service and communication skills

### **Working Conditions:**

Flexible work hours including evening and weekend; frequently lifting and carrying items up to 15lbs; frequently twisting and bending at the waist, reaching overhead, stooping, kneeling, pushing, pulling, crawling, or climbing; walking and standing more than 50% of time; infrequently traveling between buildings on campus; exposure to electrical hazards