



STATE OF VERMONT
OFFICE OF LEGISLATIVE INFORMATION TECHNOLOGY

AUDIO-VISUAL SPECIALIST

The Office of Legislative IT seeks to hire an Audio-Visual (AV) Specialist. The non-partisan role is responsible for installing, configuring, maintaining, troubleshooting, operating, and improving audio-visual systems and technologies. The AV Specialist is also a highly valued team member when new solutions and technologies are being considered. They coordinate with clients on placement, integration, and ensure functionality of projectors, spot lighting, microphones, sound mixing, recording and videoconferencing equipment for live events and meetings. They respond to and resolve routine questions and technical issues, escalating as necessary.

This is a full-time position, located in Montpelier, VT. The comprehensive State benefits package includes health insurance and retirement plans. This position may require late-night and early-morning coverage as needed when the Legislature is in session (January–May). Minimum starting salary of \$60,175, with an initial offer based on applicable qualifications and experience.

Education and Experience:

Required:

- Bachelor's degree in audio-visual production, video production or multimedia operations, or a closely related field; or equivalent work experience.
- Minimum of 5 years of work experience in audio-visual production.

Required Skills:

- Extensive knowledge of the architectural, cabling, and control system requirements of AV technologies.
- Technical understanding of AV system integration with existing and proposed IT systems.
- Up-to-date awareness of AV technologies and their features.
- Expertise in video conferencing and broadcast/streaming systems.
- Ability to support clients with assistive technologies.
- Proficiency in Microsoft Office 365.
- Analytical and risk assessment abilities.
- Demonstrated knowledge of project management and deadline fulfillment.
- Ability to work independently or with a group depending on the project needs.
- Strong technical and troubleshooting skills.
- Ability to multi-task, be detail-oriented and organized.
- Ability to remain calm in a fast paced and challenging environment.
- Excellent interpersonal and customer service skills, including a willingness to interface with all legislators, staff, and members of the public.
- Ability to remain nonpartisan in a political environment.

To apply, please submit a resume and a cover letter by e-mail to: HRApplications@leg.state.vt.us. Please put your name and "AV Specialist" in the subject field of the e-mail. Applications will be reviewed starting on August 12, 2024.

The Vermont General Assembly is an equal opportunity employer and applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, veteran status, or other protected category.