



## **AV PRODUCTION LEAD**

**Position:** The Massachusetts Convention Center is seeking an AV Production Lead that will be responsible for overseeing the Audio Visual needs for both the Hynes Memorial Convention Center and the Boston Convention and Exhibition Center. Duties of the position include but are not limited to the following: Works with clients and vendors (*both preferred in-house vendors and incoming client vendors*) to define client expectations relating to AV service delivery and to ensure client satisfaction. Acts as primary point of contact for external AV vendors, providing pre-show guidance and oversight of show execution. Produces progress reports as necessary on all developing projects or potential issues. Develops post-event reports regarding AV services delivered to the client as well as any issues associated with AV service delivery. Maintains approved AV contractor compliance program and associated documentation. Interfaces with local and national broadcasting affiliates as needed on a per show basis. Facilitates AV requests (i.e. projector, screen, etc.) for all internal MCCA and contractor meetings.

**Requirements:** Bachelors Degree and 3-5 years experience in technology/computer science, technical theatre, or broadcasting is required. Job related experience and certification may be substituted for requirements. Knowledge of VLAN architecture and TCP/IP networking is required. Experience with satellite and microwave (Ku) uplink & downlink requirements as well as fiber optic based audio/video/data transmissions are all also necessary. Individual must be able to work flexible hours including weekends, evenings, and holidays as well as be on-call 24x7 for potential show support.

Individual must be a self-starter, highly motivated and possess strong interpersonal skills. The individual must have the ability to solve problems in nonstandard and innovative ways. He/she must have excellent written and verbal communication skills, the ability to interface with and motivate associates at all levels. The individual must be able to work independently, have strong organizational and computer skills, and be flexible in a team-oriented environment.

Forward resume and cover letter to [August10jobs@massconvention.com](mailto:August10jobs@massconvention.com) or you may submit a copy of your resume and cover letter to the Director of Human Resources located at the Boston Convention & Exhibition Center, Administrative Offices, 415 Summer Street, Boston MA 02210 by hand or by US mail.