

Official Title: A/V Support

Reports to: MVA President

Budget Responsibility: None

Position Description:

The A/V Support Person will

- Pick up from the MVA office (9 am) and deliver to the monthly luncheon location the following:
 - 4 auditorium speakers with speaker stands
 - 1 sound mixing board
 - 1 video projector
 - 1 set of 2 hand-held microphones
 - 1 over-the-ear microphone
 - All necessary cables, including power cables
 - Blue tape to tape down cables
 - Equipment cart
- Set up the A/V system and perform system checks by 10:30 am
- Monitor and adjust system performance throughout the luncheon meeting
- Strike all equipment at conclusion of meeting
- Return all equipment to the MVA office