
Job Description

Title: Head of Technology and Audio Visual

Reports to: Hospitality Manager

Department: Operations

Job type: Full-Time Position

We seek a dedicated and experienced Head of Technology and Audio Visual to join our team at the Art of Living Retreat Center. As an award-winning mountaintop wellness center in scenic Boone, NC, we offer transformative experiences through meditation, mindfulness, yoga, and Ayurveda. In this role, you will ensure the smooth operation of all audio/video, lighting, and desktop technology systems and provide exceptional support to our faculty, presenters, and guests.

Your primary responsibilities will include managing and maintaining a wide range of office and network-related equipment, such as desktop computers, laptops, phones, A/V projectors, networked copiers and printers, teleconferencing equipment, and networking infrastructure. You will oversee IT/AV tasks and handle updates and upgrades to audiovisual and IT systems, ensuring they meet the highest performance and reliability standards. Setting up and operating audio and video equipment for various events, performing repairs and maintenance, and collaborating with volunteers and staff members are vital aspects of this role.

To succeed in this position, you should have a degree in audio, video, theater production, or a related field or at least four years of experience in an audio, video, or production field. Proficiency in running the Windows operating system, knowledge of business phone systems, and a strong understanding of networking infrastructure are essential. Your technical expertise, hands-on approach, and ability to interact effectively with diverse groups will contribute to the success of our retreat center.

Join us at the Art of Living Retreat Center and contribute to our mission of promoting health, happiness, and Ayurveda in a spiritual and wellness-focused community.

What You Will Do:

- Manage various office/network-related equipment, including desktop computers, laptops, phones, A/V projectors, networked copiers and printers, teleconferencing

equipment, networking infrastructure (routers, switches, etc.), and on-site phone systems.

- Oversee IT/AV tasks coming in from the retreat center.
- Manage updates and upgrades of audiovisual and IT systems.
- Set up and operate audio and video equipment for presenters, speakers, and music events, including microphones, sound speakers, video screens, projectors, video monitors, special lighting, recording equipment, connecting wires and cables, sound and mixing boards, and related electronic equipment.
- Perform minor repairs and routine maintenance on audio and video equipment, desktop computers, copiers, and printers.
- Diagnose and resolve media system problems in all buildings and venues.
- Manage small venue live streaming.
- Construct and position sets, lighting equipment, and other related equipment properly.
- Coordinate the rental of additional appropriate AV equipment for specific events.
- Compress, digitize, duplicate, and store audio and video data.

Additional Duties:

- Ensure that trained volunteers or staff members are available to operate audio equipment for various programs.
- Provide guidance, leadership, and direction by conducting training sessions on selecting, using, and designing audiovisual materials and operating presentation equipment for volunteers and staff.
- Organize and maintain compliance, license, and warranty information related to audio and video equipment.
- Develop manuals or related materials for use with production materials or training.
- Collaborate with the Business Administrator, Marketing Specialist, and Program Directors to utilize audio/video equipment for informational and advertising purposes.
- Be available on call for technology-related emergencies, audiovisual systems, networking, copiers, and printers.

Skills and Qualifications:

- A degree in audio, video, theater production, or a similar field. In place of a degree, at least four years of experience working in an audio, video, or production field.
- Minimum of 2 years of experience in desktop support or a related field.
- Proficiency in running the Windows operating system.

- Basic knowledge of running business phone systems.
- Strong understanding of networking infrastructure, including routers, switches, and related equipment.
- Basic knowledge of analog AV/Sound.
- Strong creative and communication skills.
- Strong organizational skills.
- Ability to work in a team environment.
- Technical abilities and experience.
- Ability to interact with a variety of people, groups, and personalities.
- Must be hands-on.

Benefits:

- Subsidized health/dental insurance after 90 days.
- Paid vacation and sick time after 90 days.
- 401k enrollment after 1 year.
- Discounts and complimentary access to our signature programs and activities.
- Opportunity to live and work in a beautiful and serene environment.

About the Art of Living Retreat Center:

Established in 2012, the Art of Living Retreat Center is an extension of the Art of Living Foundation's longstanding dedication to health, happiness, and Ayurveda worldwide.

Our community thrives on a spiritual and wellness-oriented ethos. While prior experience in this field is not required, a genuine understanding and appreciation for this lifestyle are essential. We encourage individuals who resonate with our mission to seize the numerous prospects for personal growth available to them.