

## ***Job Description:***

# ***Director of Technical Services***

Willamette University Institute for Continued Learning

- The **Director of Technical Services** shall provide technical support for ICL classes (Ford Hall, Kaneko Auditorium, Smullin B-17, Cat Cavern, Cone Chapel and Montag).
- The **Director of Technical Services** shall be responsible for the following regular functions, to be carried out with the assistance of any committee or sub-committee of the **Technical Services Working Group**:
  - Audio/Visual support, beginning with turning on the meeting hall's computer, projector, control system, and other equipment needed for the day's presentation.
  - Kaneko is equipped with 2 handheld microphones (for Q&A), 2 lapel microphones, and 2 desktop condenser microphones. When not in Kaneko, TS Director needs to reserve microphones needed for the audience participation portion (Q&A) of the presentation as well as a lapel microphone for use by the presenter(s).
  - Providing microphone options to the presenter(s) and demonstrating their operation.
  - Loading PowerPoint or other computer files provided by presenters on disk media, USB, or online and needed for presentations.
    - Loading CDs, DVDs, BlueRay, or VHS media provided by presenters in the appropriate devices available in the media rack.
    - Load other Audio/Visual files when provided in other formats: AVI, MOV, WMV, MP4, M4V, etc.
  - Providing additional lighting (small, battery-powered desk light) on the front desk, laser pointer, and/or PowerPoint remote control as needed.
    - These accessories are located in the ICL storage file cabinet.
  - Maintain audio levels during presentations for optimum hearing, keeping in mind the varying degrees of hearing abilities of the audience.
  - Adjusting lighting as needed for optimum contrast on the screen and easy viewing.
  - Returning desk light, laser pointer/remote control, and anything else that came out of ICL's storage cabinet for that day's presentation and making sure the cabinet is locked.
  - Shutting down podium computer, projector, other multimedia devices, shutting curtains, and turning off the lights after the last presentation for the day.
  - Communicating with WITS when technical issues arise with University equipment.

- Returning any equipment that came from WITS. If prior arrangements have been made for WITS to deliver and pickup microphones, this may not be necessary but would save them the trip and the risk of leaving expensive equipment unattended.
- It is not Technical Services' responsibility to determine if extra equipment is required by presenters, as TS is not normally in communication with presenters (except when expressly requested).
  - This includes extra microphones, overhead projector, document camera, etc.
  - Extra microphones and non-standard equipment required for presentations should be reserved by either members of the Curriculum Committee or the presentation sponsor.
- The **Directory of Technical Services** shall maintain documentation and operating instructions for the use of equipment in Kaneko Auditorium, in particular the [control system \(Extron\)](#) used to control the sound system, projector, BlueRay and DVD drives.
  - All documents are to be saved to Google Docs area owned by the WillametteICL account.
  - Other venues which are used much less frequently and have similar ABX and computer equipment do not require documentation.
- The **Director of Technical Services** may appoint any appropriate ICL member to any necessary committee or subcommittee (either standing or ad hoc) to assist in carrying out the functions of Technical Support.
- The **Director of Technical Services** shall be prepared to provide a report of the activities of the Technical Services Working Group at each ICL Board Meeting. (Board Meetings are usually held on the *first Thursday of each month* during the school semester, at the discretion of the ICL **Executive Director**.)