

ELIOT INSTITUTE
AV Coordinator
(Revised October 2024)

SELECTION: Selected by and responsible to the Dean. July and August need two AV coordinators. (Having a skilled person and a trainee has not proven successful. Having two skilled people allows them to divide up the events. For example, one would do all morning programs and one handle all evening events in the meeting house and other AV needs.) Winter and CAE are good times to have a skilled lead train a less-experienced assistant.

QUALIFICATIONS: A person interested and well-versed and experienced in using computers, smart phones, tablets, and their media (such as PowerPoint, Keynote, and PDF) as well as how to integrate computers with display or projection equipment. This person should know how to properly use the sound system in the Seabeck Meeting House and the Eliot-owned portable systems, and should have general experience troubleshooting A/V equipment.

GENERAL RESPONSIBILITIES:

- Manage and facilitate the use of Eliot- and Seabeck-provided AV tools.
- Technically facilitate robust and seamless programming. Examples: In-Gathering, morning Program, lunch announcements, Worship, Talent Shows, Coffee House, etc.

TIMELINE

A FEW MONTHS BEFORE CAMP

- ___ Register for camp. Sign contract and Code of Ethics; return to Registrar.
- ___ Essential: Review Audio Visual Manual on [website](#). This job description addresses the job and coordinating with others, the manual has all the info on how the technology works.
- ___ Decide what methods campers can use to get content to you (e.g. dropbox, google drive. See details in tech manual) and get that set up.
- ___ Make sure you and the Music Coordinator have access to the [folder on Eliot's Google Drive](#) with PowerPoint slides of song lyrics.
- ___ Write a short article for pre-camp newsletter telling campers how to get content to you, and to do so well before their event. If they will be using their own equipment, add notes about requirements. (See AV manual.) Also remind campers to abide by Eliot's [copyright policies](#).

IN THE MONTH BEFORE CAMP

- ___ Be in contact with "key players" (e.g. deans, worship, ingathering, music coordinators, evening event leads) regarding AV needs. (will they use slides? show videos? play audio?)
- ___ Ask the deans to ask the Theme Speaker what their AV needs will be.
- ___ If staff or campers send content to you before camp, have it prepped and ready to go (this will free up your time at camp), but be aware there are often last-minute changes.
- ___ Work with deans, ingathering coordinator and speaker to ensure a clear AV plan for the first night's orientation and the first morning's events to help get things off to a good start.
- ___ With your AV assistant / co-coordinator, plan for how to divide up events. Contact AV volunteers to see what events they can assist with.
- ___ Prep your laptop and pack extra supplies (see AV manual.)

ARRIVAL DAY

- ___ Attend staff meeting: ask folks to let you know well in advance of events that might need A/V support, and be sure volunteer coordinator passes this on to activity leaders
- ___ See Storage Closet Manager to get supplies stored at Seabeck and off-site. Get necessary equipment from the Seabeck Office. (See inventory details in A/V Manual.)
- ___ Expect to spend 2 hours on that first afternoon testing / familiarizing yourself with meeting house tech and portable system. Reach out as needed to Elioteers with AV experience.

- ___ Meet with key players in the Meeting House to ensure their media needs are met and operating properly prior to the all-camper meeting and events on the first day of camp.

DURING CAMP

- ___ Know the plan for every event and be ready to execute the next step before it happens.
- ___ Take primary responsibility for Meeting House sound and projection systems during various events. Arrive at all events with plenty of time before the event to ensure all is well.
- ___ For events outside the meeting house, when portable systems will be used: you can staff these, or you can train someone else how to use the portables. You are responsible for ensuring equipment (including mics and cables) is at the venue in advance and has been tested, and that users are trained. You arrange for transport to the next venue and safe overnight storage.
- ___ Put periodic reminders in the camp newsletter about the need to get content to the AV coordinator well ahead of events (e.g., Talent Show, Worship service, dances).
- ___ Be proactive - look ahead at the schedule, and if you see something you suspect might need AV support, check in with the coordinator to be sure they have what they need.
- ___ Expect lots of trouble-shooting and last-minute support as folks get inspired by new ideas.

NOTE: Since reliable internet is not always guaranteed at Seabeck, all content should be downloaded to a local device ahead of time, and all content should be tested prior to events.

LAST DAY OF CAMP

- ___ Take batteries out of mics before storing. Inventory all supplies as you return to the bins. Let the Keeper of the closet and Seabeck know if anything is missing or broken. Return equipment to Seabeck office/Storage Closet.

AFTER CAMP

- ___ Within two weeks after camp, submit a report to Deans using the template they provide.

IDEAS, HINTS, AND TIPS

The A/V Coordinator is not responsible for preparing creative material, only for facilitating its projection. If you *choose*, you may be able to offer assistance in assembling materials to project during camp events. However, this should not be an expectation by any Elioteer or camp staff.

Some AV coordinators find it easiest to have everyone send them content and then use their own equipment to project audio/video. For example, they set up a google drive for uploading any slides, video or audio folks want shared. AV staff then use their own laptop to manage it all. Some AV coordinators allow worship leaders, speaker, talent show participants, etc. to bring their own devices to plug into the system. If you will do this, add a short item to the pre-camp newsletter that explains the tech requirements. See AV Manual for details on these options.

Office hours: You may find it helpful to offer “office hours” when people know they can find you in the meeting house to make plans, get support, and troubleshoot issues. List in newsletter.

Transportation: To move equipment around camp, you can use your car, the golf cart, helpful campers who are passing by and willing to carry things, or bring a folding wagon to camp.