

# Hello!

## I'm Joshua Mitchell

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## Skills

Data entry, scheduling, payroll, Microsoft Office 365, managing contractors, hiring contractors, conducting interviews, approving hours, general administrative duties, sales, troubleshooting, basic audio, video, and lighting

## Experience

JUNE 2017 - PRESENT

### **AV Technical Support, Austin, TX** - *Labor Coordinator*

- In charge of booking labor for AVTS productions, and support from outside events/requests
- Negotiating rates to stay within event budget and scope of work
- Tracking rates and submitting reports to payroll for processing
- Conducting interviews for contractors (Audio Operators, Lighting, Video, Rigging, Etc.)

SEPTEMBER 2010 - JUNE 2017

### **Presentation Services, Austin, TX** - *Lead Event Technician/Project Manager*

- Responsible for leading a team of technicians in set up and operation of small to large-scale audiovisual systems, maintaining outstanding client experience
- Problem solving equipment and software issues, and ensuring company processes and procedural standards are followed
- Procuring the gear necessary for upcoming events

SEPTEMBER 2008 - AUGUST 2010

### **City of Boston: Special Events, Boston, MA** - *Stagehand*

- Assisted with stage construction, live sound reinforcement and audiovisual applications for large scale public events, such as the Mountain Dew Tour and the Boston Pops summer concert series.

## Education

2008 - 2012

### **New England Institute of Art, Boston, MA** - *Bachelors of Science in Audio and Media Technology*