



# PECHANGA BAND OF INDIANS

*Pechanga Indian Reservation*

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Telephone (951) 770-6000 Fax (951) 695-1778

Tribal Chairman:  
Mark Macarro

Council Members:  
Raymond J. Basquez Jr.  
Catalina R. Chacon  
Marc Luker  
Robert "R.J." Munoa  
Joseph Murphy  
Michael A. Vasquez

Tribal Secretary:  
Louise Burke

Tribal Treasurer:  
Amy Minniear

## JOB DESCRIPTION

**POSITION:** Audiovisual Technician  
**STATUS:** Non-Exempt  
**CLASSIFICATION:** Full-Time  
**DEPARTMENT:** IT  
**SUPERVISOR:** Director of Information Technology  
**POSITION CATEGORY:** B  
**RATE OF PAY:** DOE

### SUMMARY:

The Audiovisual (AV) Technician will be responsible for professionally installing, maintaining, setting up, and troubleshooting audiovisual equipment for various meetings, events, and performances. This is a hands-on role that requires technical expertise and attention to detail. The AV Technician will conduct thorough testing and troubleshooting of audiovisual systems and maintain the equipment and accessory inventories for the audiovisual equipment. The AV Technician will report to the Director of IT and will be the main contact for all audiovisual needs for the Pechanga Tribal Government.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Install, configure, and operate audiovisual equipment, including sound systems, projectors, screens, and video conferencing systems
- Perform equipment setups, including wiring, cabling, and connections, ensuring optimal audio and video quality
- Conduct thorough testing and troubleshooting of audiovisual systems to ensure seamless operation
- Collaborate with event organizers to determine audio and visual requirements
- Maintain inventory of audiovisual equipment and accessories, ensuring proper storage and organization
- Stay up to date on the latest audiovisual technologies, current trends, and best practices to provide innovative solutions
- Must provide outstanding customer service
- Troubleshoot without showing concern to customers
- Execute other assigned tasks as delegated by the Director of IT

**Hiring Preference:** The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.

- Must perform work during General Membership meetings that may include working one Sunday a month
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

### QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High school diploma or equivalent required
- Bachelor's degree is preferred
- Technical certifications or a degree in audiovisual technology or a related field is preferred
- 4+ years of proven experience as an Audiovisual Technician required, preferably in a corporate setting
- 3-5 years of customer service or hospitality experience is preferred
- Experience with Crestron Systems required
- Experience with Video - LCD, LED, projectors, screens, monitors, etc. is required
- Experience working with Audio - microphones, speakers, sound systems, channel mixers, etc. is required
- Experience working with IP network equipment (Ethernet and AVB cables) required
- Experience coordinating and providing AV training, education and documentation
- Experience with the selection, implementation, maintenance and management of AV services/systems and solutions
- Must have a strong technical background, excellent problem-solving skills, and the ability to work well under pressure
- Must be able to work a flexible work schedule that may include working days, nights, and weekends as needed, including one Sunday per month for General Membership meetings
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing
- Must successfully pass a pre-employment background investigation

### KNOWLEDGE, SKILLS AND ABILITIES:

- Must have advanced knowledge on PC or Mac software
- Must have good problem analysis skills and the ability to break down problems and find solutions
- Must have good planning skills and abilities, and be able to effectively plan ahead to prevent and/or address possible issues
- Must have excellent organizational skills and have the ability to manage multiple projects
- Must have the ability to maintain a high level of professional appearance, demeanor, ethics, and image of self
- Ability to spot issues and problem solve to eliminate issues before an event
- Ability to troubleshoot issues in a timely manner

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- Ability to meet deadlines and manage stress effectively in high-pressure situations
- Great communication skills
- Great organizational skills
- Great customer service

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. They must be able to speak the English language, speak clearly so listeners can understand and understand the speech of another person. The employee is frequently required to use hands to finger, handle, feel or grasp objects; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds and occasionally stand on step ladders.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

This job operates in an office, conference room, and large meeting space environment. This role routinely uses standard office equipment such as computers, phones, printers and copiers. The noise level in the work environment is usually quiet while in the office and moderately noisy during events, General Membership meetings and when outdoors.

*Employee's acknowledgement:* I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

Signature of Employee	Date	Print name of employee
Signature of Employee's Manager	Date	Print name of employee's manager

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