Audio Visual Operator

Reports to: Director of Technology
FLSA Status: Contractor or PT - On Call
Rate: $25-$30/HR
DATE WRITTEN**:** November 2025

ORGANIZATION:

Planet Word (www.planetwordmuseum.org) is an interactive museum that brings language to life with unique, immersive experiences for people of all ages. Nothing like it exists anywhere else in the world. Established by educator Ann Friedman, the museum is housed in the Franklin School, a newly restored and rehabilitated National Historic Landmark at the corner of 13th and K Streets NW in the heart of Washington, D.C.

The museum is home to a variety of events spaces including the 150-person 'Friedman Family Auditorium' which hosts a range of public and private events, film screenings, author book talks, educator convenings, and more. In the past, we've played host to prominent speakers, including renowned literacy experts, well-known journalists, popular authors, major philanthropists, politicians, ambassadors and diplomats.

Planet Word's policy is to provide equal opportunity employment (EOE) to all persons. Planet Word recruits, trains, compensates, and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status. Planet Word's commitment to promoting diversity, multiculturalism, and inclusion is clearly reflected in the stories we tell. At Planet Word, we strive to provide a forum for civil discourse and to be a place where community, in all its vibrant diversity, can gather to share the words that bridge differences and forge solutions.

POSITION:

Planet Word seeks a multi-skilled Audio-Visual Operator to join the technology team in support of a range of initiatives at Planet Word, including public programs. This role requires a deep understanding of AV technologies and the ability to plan and execute the technical aspects of live events, often as the only technician in the room. Public Programs are a growing initiative here at Planet Word, and this is an exciting opportunity for someone with an entrepreneurial mindset to help build this offering. We are open to considering candidates as needed contractors or PT-On Call employees.

ESSENTIAL FUNCTIONS: (*other duties as assigned)*

- Serve as the primary in-room audio engineer for events, including micing

presenters, managing gain structure, EQ, and dynamics, and making real-time adjustments to ensure clear, comfortable sound for audiences in the room and on recordings/streams.
- Run sound, PTZ cameras, light cues, recording, and occasional streaming for Planet Word's education and public programs.
- Meet with non-technical museum staff and third parties to assist with run-of-show planning.
- Support news crews and other third-party production teams, providing them with audio feeds as needed.
- Along with other tech team members, support, troubleshoot, and repair AV systems in the auditorium, event spaces, classrooms, conference rooms, offices, and exhibits.
- Verify and test new AV solutions and participate in planning improvements and expansions of our current capabilities.
- Help ensure AV documentation is kept up-to-date and accurate, particularly in the auditorium.
- Help train other events staff in basic AV support.
- Set up and strike temporary AV equipment in support of events.
- Track AV equipment usage and spares.
- Log and monitor AV problems and coordinate repairs with external partners as needed.

QUALIFICATIONS AND SKILLS:

- Bachelor's degree or equivalent job experience; specialized study in broadcast, communications, production, technology, art, film, or related field preferred.
- Minimum 2 years related experience in audiovisual systems integration and support; experience working closely with cultural institutions or museums preferred.
- Comfortable working independently as the primary technician for live events, exercising good judgment under pressure without direct on-site supervision.
- OSHA certification (training is provided if necessary).
- Proficiency operating the following equipment or rough equivalents is essential:
  - ☐ Sound board (Behringer X32)
  - ☐ XLR mics
  - ☐ Wireless lavs and handhelds
  - ☐ Video switcher (Blackmagic ATEM Mini Pro)
  - ☐ PTZ cameras with IP joystick (Vaddio)
  - ☐ OBS (Open Broadcaster Software)
  - ☐ Playback software (FreeShow)
  - ☐ Light board (Cognito 2, 1024)
  - ☐ PowerPoint, Keynote, Google Slides
- Ability to explain complex technology and audiovisual issues to non-technical staff.

- Ability to prioritize and adjust heavy workload, manage a variety of tasks, and meet various deadlines with changing priorities, frequent interruptions, and conflicting demands.
- Ability to work evenings, weekends, and off-site as appropriate.
- Set or exhibit installation and maintenance experience is a plus.
- Knowledge of basic IT and networking is a plus.

SUMMARY OF RESPONSIBILITIES:

This person's primary responsibility is to support all AV components of Planet Word's live public events. This may involve sitting in on planning meetings, maintaining and setting up event equipment and spaces, reviewing or preparing media for playback, reviewing, marking up, and collaborating on run-of-show documents, and running AV equipment during events.

They will act as a calm, professional point of contact for high-profile speakers and VIP guests, including authors, journalists, educators, diplomats, and donors—helping them feel comfortable with microphones, slides, and other technical needs. They will assist speakers and moderators with laptop and device connections (HDMI, adapters, audio routing) and communicate clearly to event planners about what is and isn't possible within the constraints of the room and schedule.

They will make informed, real-time creative decisions about audio balance, camera framing, and playback cues during programs, often as the sole technician on site, taking ownership for troubleshooting and maintaining a smooth experience for audiences and presenters.

They'll work closely with programming staff at the museum across education, public programming, and external relations. As an integral part of the technology team, they'll collaborate closely with the Lead Technician and report to the Director of Technology.

Schedule:
Due to the nature of events, this position will have a varied schedule depending on need. This includes working evenings and weekends. With skill and interest, additional hours could be made available for candidates who are also qualified to work as exhibit technicians. The position may be filled as a contractor or as a PT On-call employee. We estimate our needs to be about 50 hours per month, which could be filled by more than one individual.

WORK ENVIRONMENT AND 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. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit, use hands and arms to operate keyboard, mouse and phone and control boards. The employee needs to regularly use senses of sight and hearing. The employee is frequently required to reach with hands and arms and required to stand, walk, stoop, or kneel. The employee is frequently required to lift up to 50 pounds, operate lifts, and work while on a ladder. The employee must be able to wear Personal Protection Equipment and enter noisy, dirty, and dusty facility and exhibit construction areas.

To Apply

Please send your resume and a letter of interest via email to:
Careers@planetwordmuseum.org
Subject: AV Operator