



**POSITION OPEN:** Part-time A/V Tech Assistant – IT Department

**DATE AVAILABLE:** Immediately

**WAGE RANGE:** Starts at \$20.01/hour

**CLASSIFICATION RANGE:** 1

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**JOB DESCRIPTION:**

The A/V Assistant's primary function is to set up and monitor AV equipment used for library programs. The assistant will set up projectors and microphones and stay for the program to provide technical assistance. Additional duties involve providing general assistance to the IT Department.

The Ferguson Library is striving to be an anti-racist and equitable organization. Our staff are people with different strengths, experiences and backgrounds, who share a passion for improving people's lives through education, resources and services. Diversity not only includes race and gender expression but also age, disability status, veteran status, sexual orientation, religious beliefs and many other parts of one's identity. We are deliberate and self-reflective about the kind of culture and workplace we aspire to create.

**DUTIES INCLUDE:**

- Setting up and storing audio visual and computer equipment used in library programs.
- Troubleshooting audio visual equipment problems.
- Providing general assistance to the IT department.

**QUALIFICATIONS:**

- Familiarity with setting up microphones, projectors and sundry audiovisual equipment
- A high degree of skill at learning and adapting to new or changed technologies
- Attention to detail
- Good customer service skills
- High school diploma required, some college preferred

Availability to work evening/weekend hours when required.

Interested persons should send a resume and cover letter to [apply@fergusonlibrary.org](mailto:apply@fergusonlibrary.org)  
Please use the position title as the subject line. This position will remain open until filled.