



Job Title: Director of Engineering and AV Services

Department: AV Production

Reports To: Director of Operations

Location: Saint Francis, Wisconsin

Essential Duties/Responsibilities:

The Director of Engineering Services will be responsible for and participate in the following responsibilities:

- Maintain the full technical operation of all Mindpool Live mobile and in house production facilities including edit suites.
- Provide direct support to Mindpool Live Producers, Directors and Production Managers in the technical design and preparation of equipment for location production.
- Ability to communicate effectively with and manage full and part-time staff both in house and on location as well as independent contractors.
- Ability to work smoothly with stage hands and on location technicians provided by clients or venues.
- Schedule equipment usage and react to equipment shortages.
- Ensure all audio-visual equipment is operational, properly maintained and organized. This includes, but is not limited to: standard and robotic camera systems, video switching systems, LED video walls, Projection systems, Projection screens, audio and lighting systems, projection screens; routers, RTS or Clearcom systems, video playback and record systems and any other production equipment owned by Mindpool Live.
- Work with Mindpool Live staff to plan the procurement and design of new AV systems.
- Oversee inventory and warehouse management.
- Prepare equipment for on location and touring productions, including but not limited to rack mounted design of equipment.
- Coordinate sub rental equipment with preferred vendors.
- Coordinate with Director of Operations to coordinate domestic shipping of equipment.
- Prepare equipment carnets for international shipping of equipment.
- Reduce downtime when equipment fails by quickly identifying problems and implementing solutions.
- Perform in operator roles such as engineer, camera shader, projectionist, LED technician, camera operator, audio engineer or other roles, depending on the needs of Mindpool Live productions.
- Remain current with technological developments in the video, presentation and broadcast fields and make an effort to attend at least one annually held trade event or convention such as Infocomm or NAB.

Position Requirements:

- B.S./M.S. in Engineering or related field.
- 5+ Years in a live or broadcast production environment.
- Basic knowledge of 110/208v AC single and three phase power.



- Advanced knowledge and experience working with digital and analog video and audio signal flow and equipment operation in a mobile show and touring environment.
- Ability to configure IP networks for the control and operation of AV systems.
- Ability to manage and develop capital and operational budgets in partnership with company leadership.
- Ability to multitask and meet deadlines.
- Knowledge of Flex inventory management systems is desirable.
- Knowledge of Microsoft 365 is desirable.
- Ability to clearly communicate well with both clients and co-workers as well as manage people and demonstrate strong leadership skills.
- Ability to travel to job sites domestically and internationally.
- Hold a valid driver's license and drive non-CDL straight trucks and Sprinter vans.
- Ability to lift up to 50 pounds and request help lifting over 50 pounds.
- Ability to handle off hours.
- Terminate a wide variety of audio and video cables.

Full-time positions offer such benefits as:

- Competitive Salary.
- Paid Vacation and Medical Leave.
- % Matching IRA Contribution.
- Discretionary annual company performance bonus.

Interested applicants should submit a resume with qualifications to:

Mindpool, Inc.
3550 South Iowa Avenue
Milwaukee, WI
53235

or send an email to:

josh@mindpoolproductions.com

*Mindpool is an equal opportunity employer
For more about Mindpool go to www.MindpoolLive.com*