

## POSITION DESCRIPTION

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<b>Position:</b>	Activities & Shows Audio/Video Specialist
<b>Department:</b>	Activities & Shows
<b>Salary Level:</b>	II (Specialists/Foremen)
<b>Default Housing:</b>	<i>Tent-CHQ (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Activities Manager
<b>Desired Availability:</b>	May 20 – August 17

### Philmont Standards

- Must be at least 18 years of age by start of employment (21+ requirement, if applicable, will be noted below)
- Must become a registered member of the Boy Scouts of America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a complete and current BSA Annual Health and Medical Record to the Infirmary upon arrival including review of risk advisory and immunization requirements
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

### Position Overview

The A/V Specialist takes responsibility for the proper set up, use, maintenance, and inventory of all audio and visual equipment utilized or provided by the Philmont Activities & Shows Department. This includes equipment utilized for the daily opening and closing program shows, equipment utilized for staff activities, and equipment provided for training or special programs operated by other departments on the ranch. This equipment includes, but is not limited to, audio consoles, projectors, wireless mixers, wired/wireless microphones and receivers, amplifiers, speaker cabinets, computers, tablets, and all associated audio, video, and power cables.

The A/V Specialist will also give leadership and training to the Activities & Shows Staff both to ensure they know how to properly use and care for the A/V equipment they utilize, but also in general day to day operations of the department's other functions like cleaning, event planning, program development/rehearsal, and staff housing management. They will likely be asked to be on call to support opening/closing program in case of technical issues or serve as patrol leader or manager in the office.

### Primary Duties & Responsibilities

- Learn and train all facets of the Activities responsibilities relating to Opening and Closing campfires, the Silver Sage Staff Activities Center (SSSAC), the Fitness Center, audio/visual equipment, staff housing, and staff recreational features.
- Set up, maintain, issue, and inventory all audio/visual equipment assigned to the Activities & Shows Department.

- Train the Activities Staff specifically in the proper use and care of all audio/visual equipment they will be utilizing.
- Assist with A/V set up for various trainings, special events, or programs throughout the ranch.
- Assist in conducting inspiring and meaningful Opening and Closing campfires.
- Assist in maintaining a high level of staff morale at Camping Headquarters and the Training Center by coordinating a base calendar of staff activities and carrying out each event successfully.
- Become familiar with tent assignments and housing maps for Male Tent City, Female Tent City, and backcountry Homebound and Trailbound tents, and participate in check-in and check-out processes related to housing.
- Assist in developing and implementing a daily cleaning schedule rotation for the SSSAC, Fitness Center, Hardesty Casa Central, and CHQ showerhouse buildings.
- Assist in planning and implementing various Philmont staff activities, special functions, and events such as open-mic nights, sports tournaments, movie nights, etc.
- Report tent issues to Tent Repair in a timely manner, help conduct tent inspections twice over the course of the summer, and provide housing support and cleaning supplies for staff members living in tents.
- Assist in maintaining good appearance and operating condition of SSSAC, Hardesty Casa Central, and Fitness Center facilities by cleaning daily.
- Cordially receive and assist any person who comes to the Activities office.
- Report maintenance needs to the appropriate personnel for the SSSAC, Fitness Center, and Opening and Closing Campfire Bowls.
- Help maintain the work/days off schedule for the Activities Department.
- Assist in keeping track of material needs and submit Material Request Forms to the Associate Director of Program–Base Camp in a timely manner.
- Provide exceptional customer service to staff and participants alike
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Proficient in the proper set up, operation, and troubleshooting of audio and video equipment
- Excellent event planning and execution skills
- Ability to safely prepare and handle food while serving others following New Mexico food handling regulations
- Ability to function well in a fast-paced, dynamic, and sometimes stressful environment
- Previous experience cleaning public areas in an institutional setting preferred

### Physical Requirements & Work Environment

- Must meet the BSA height/weight requirements
- Be able to lift and handle materials up to 70 pounds throughout the scheduled workday
- Up to 75% of the workday could be spent standing, walking, bending, stooping, kneeling, sitting or crouching
- Work long-hours exposed to an outdoor theater/campfire environment
- Work around fumes, fire/smoke, dust, rain, and airborne particles
- Work in a loud or very loud environment
- Work with toxic or caustic chemicals
- Move and/or lift objects up to 50 pounds
- Multi-task on various simultaneous projects

## Additional Information

Due to the diversity of responsibilities in the Activities Department, day to day work schedules often vary. Preference for positions will be given to those with the ability to play a musical instrument which fits into a western/folk setting or those with strong audio/visual or technical theater skills.

It should be noted by applicants that Philmont Scout Ranch and the surrounding area are located in a rural ranching community within the high desert of the Sangre de Cristo mountains. Climate, culture, and the availability of resources may vary significantly than other communities. Amenities applicants are used to may not be available on the ranch or the surrounding area.

*Philmont and the Boy Scouts of America provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

**Updated:** 2/24/2023