



Rockefeller
Brothers Fund

Philanthropy for an Interdependent World

Employment Announcement: Operations/Audio Visual Coordinator

About the Fund

Founded in 1940, the Rockefeller Brothers Fund (RBF) advances social change that contributes to a more just, sustainable, and peaceful world. The RBF's grantmaking is organized around three themes: Democratic Practice, Peacebuilding, and Sustainable Development. Although the Fund pursues its three program interests in a variety of geographic contexts, it has identified several specific locations on which to concentrate cross-programmatic attention. The Fund refers to these as "RBF pivotal places": subnational areas, nation-states, or cross-border regions that have special importance with regard to the Fund's substantive concerns and whose future will have disproportionate significance for the future of a surrounding region, an ecosystem, or the world. The Fund currently works in two pivotal places, China and the Western Balkans, and is launching a third, Central America, in 2021. The Charles E. Culpeper Arts & Culture program, focused on New York, nurtures a vibrant and inclusive arts community in the Fund's home city.

Through its grantmaking, the Fund supports efforts to expand knowledge, clarify values and critical choices, nurture creative expression, and shape public policy. The Fund's programs are intended to develop leaders, strengthen institutions, engage citizens, build community, and foster partnerships that include government, business, and civil society. Respect for cultural diversity and ecological integrity pervades the Fund's activities.

About The Pocantico Center

Once home to the Rockefeller family, The Pocantico Center's verdant campus in the scenic hills of the Hudson Valley has been host to some of the most influential leaders, thinkers, and creative minds of the last century. Today, The Pocantico Center is the community-facing extension of the Rockefeller Brothers Fund's philanthropic mission to advance social change that contributes to a more just, sustainable, and peaceful world. Through a robust slate of programming—including conferences for nonprofit and policy leaders, artist residencies, tours, performances, and educational programs for the community—Pocantico continues to bring together people from near and far to learn, share, and imagine a better future.

Position Summary

The Operations/Audio Visual Coordinator will provide technical and general support for the David Rockefeller Creative Arts Center (DR Center), a multipurpose performance and rehearsal space, art gallery, and studio/classroom space. The incumbent will be responsible for effective operation of audio visual-related equipment and systems, including lighting, sound, projection, and recording. The Operations/Audio Visual Coordinator will support artists as needed during dance, music, and theater rehearsals and performances; exhibitions; and other events at the DR Center. In addition,

the incumbent will be responsible for recording events at the DR Center and working with the Fund's communications team to livestream and share video and photos on the Fund's online platforms.

This is a full-time position based in Tarrytown, New York.

Key Responsibilities

Technical Duties

- Plan, organize and implement the operation and maintenance of audio visual-related equipment at the DR Center, including lights and lighting control panels, sound equipment, (e.g., microphones, sound consoles, speakers, etc.), projectors, curtains and shades, telescopic seating, and other technical systems used during rehearsals, performances, gallery exhibitions, and other programs and events.
- Program sound equipment, lighting equipment, LED/LCD monitors, and other technical systems in advance of events, as necessary.
- Adjust gallery lights and curtains/shades for exhibitions, as needed.
- Record and/or livestream performances, lectures, and other events.
- Work with communications team to draft copy for and share digital recordings, images, and other Pocantico content on RBF digital platforms.
- Troubleshoot and resolve problems with production equipment.
- Monitor the condition of equipment and notify manager of any required repairs or replacements.
- Follow proper safety practices and procedures at all times.
- Liaise with vendors accessing the DR Center for events and other needs.
- Assist in receiving and coordinating incoming/outgoing shipments of art and exhibition-related equipment and supplies to/from gallery.

General Support Duties

- Provide concierge services to all DR Center visitors, including artists-in-residence, conference participants, ticketholders and invited guests, and others. Welcome and greet guests, maintain professional rapport, respond to guest inquiries, and problem solve any guest-related concerns as they arise.
- Orient artist residents, performers, and other visitors to the facilities available in the building.
- Track gallery attendance and monitor the gallery space when visitors are present.
- Attend to safety and precautionary measures and report matters as they arise.
- Assist with DR Center facility set-ups for rehearsals, performances, meetings, etc.
- Keep the Director of Conferences and Administrations and/or Manager of Public Programs apprised of all relevant issues that arise during events at the DR Center.
- Perform other related duties as requested by the Director of Conferences and Administrations and/or Manager of Public Programs.

Skills and Abilities

- Knowledge of:
 - operational characteristics and techniques used in theatre production lighting and sound;
 - principles and practices of theatre sound engineering. A working knowledge of digital sound desks is advantageous; and

- principles and practices of stage lighting. A working knowledge of digital lighting desks is preferred.
- Experience in video mapping and editing.
- Experience with social media and livestreaming.
- Ability to set up, troubleshoot, and problem solve equipment and software for performance.
- Experience coordinating rehearsals and performances with safety protocols in mind.
- Effective communication abilities, both spoken and in writing.
- Ability to exemplify RBF's Leadership Indicators (competencies listed below).
- Strong interpersonal skills, including the ability to be consistently diplomatic, tactful, and professional and to interact effectively with all levels of staff, trustees, artist residents, guests, and other external parties.
- Ability to safely climb ladders and move, lift, carry, push, or pull moderate to heavy items, as needed.
- Tolerance for exposure to noise, dust, and electrical energy.
- Ability to work long hours and maintain a flexible schedule (weekend and/or evening hours will be routinely required).
- Ability to work independently and manage multiple tasks and projects with flexibility and detail orientation.
- Ability to prioritize and work under pressure.
- Experience working in a public-facing or visitor services role preferred.
- Bilingual competencies, English and Spanish language proficiencies.

Education, Experience, and Knowledge

- Associate's degree in audio-visual production, video production, and multimedia operations with three years of relevant work experience, or bachelor's degree in relevant field with two years' experience.

Expectations of All Positions

Each employee is expected to:

- Understand and support the philanthropic mission of the RBF.
- Respect and value those who partner with or request assistance from the RBF.
- Manage the resources of the RBF in a manner that maximizes the funds available for charitable activity.
- Advance the Fund's vision of becoming an anti-racist and anti-sexist institution; support diversity, equity, and inclusion efforts in core responsibilities and institution-wide efforts.
- Respect the contribution of each employee of the RBF and support colleagues in fulfilling their individual responsibilities.
- Appreciate differences in perspectives and point of view and work collaboratively with colleagues toward shared goals and objectives.
- Commit time to RBF activities and conversations that strengthen the Fund's culture and improve its effectiveness.

Application Process

The Rockefeller Brothers Fund is an equal opportunity employer and invites applications from candidates regardless of race, gender, national origin, sexual orientation, age, disability, or religion. The Fund is committed to becoming an anti-racist and anti-sexist institution ([read more here](#)). We offer a salary commensurate with qualifications and experience, a generous benefits package, and a pleasant work environment.

Given restrictions in place to curb the spread of COVID-19, this role will begin working remotely with the expectation of reporting to the Pocantico office (Tarrytown, New York) when conditions allow.

To apply, please send a letter explaining your interest in the position and qualifications along with a resume to employment@rbf.org. Include *Operations/Audio Vision Coordinator* in the subject line of your email. No telephone or fax inquiries please. Application deadline is **July 2, 2021**.

For additional information please visit our website at www.rbf.org.