

ENTER LOGO

Date

New Employee Name

Dear 'Name', We are pleased to offer you an exempt salaried full-time position. The details of this offer include:

Position Title: AV Production Coordinator - Event Support

Position Duties: Including, but not limited to the job description on page 2

Reporting To: Name

Start Date: Enter Date

Starting Pay: Annualized at \$XYZ salary to be paid via our normal payroll processing.

Your supervisor will discuss your learning and performance goals, in addition to monitoring your performance. There will be a performance review every 6 months. We want your employment with us to be successful; therefore, please let us know if anything is preventing you from successfully learning and achieving your performance goals.

Enter Benefits information if applicable

Enter PTO information if applicable

Please keep in mind that employment with 'company name' is at-will and nothing in this letter affects the at-will status. You are free to resign at any time with or without cause and 'company name' reserves for itself an equal right.

Kindly indicate your agreement to this offer letter by signing and returning to your supervisor's attention within three calendar days. We are very excited about you joining 'company name' and we look forward to a mutually beneficial and fulfilling relationship. If you have any questions regarding the information in this letter, please contact your supervisor.

Sincerely,

Owner/CEO Name

ACCEPTED: _____
Candidate Signature Date

AV Production Coordinator Job Description

The AV Production Coordinator's primary responsibility is setting up and breaking down of events and managing the audio and video.

Other Expectations

Before the event

Pick up van from Carlsbad
Drive to storage
Load in all supplies for event.
Drive to event location.
Unload supplies for event.
Set up all audio equipment for event.
Set up stage and desk.
Test all audio equipment.
Organize all supplies.
Charge all equipment and replace batteries.

Days of the Event.

Monitor sound through out entire event
Play music during breaks.
Play music during working sessions.
Mic up Shanda for the event.
Take care of any audio issues such as feedback or unwanted frequencies through out the event.
Other tasks as assigned on day of event.
Switch out shandas mic packs in-between sessions.
Make sure offer room is set up correctly.
Make sure audio is ready for offer.

After the event

Breakdown all audio.
Breakdown all event.
Load supplies into van.
Drive van to Carlsbad
Next day drive to storage.
Unload van at storage
Return van to Carlsbad.

How we will measure the performance of this position

Set up and break down all events on time and in excellence
100% complete with all items on backlist for each event
Rigorous and urgent while focusing on tasks during the event
Keep updated inventory of all items in Storage (event related)