

**ELIOT INSTITUTE
AUDIO VISUAL COORDINATOR
(Revised January 2017)**

SELECTION: Selected by and responsible to the Dean.

QUALIFICATIONS: A person interested and well versed and experienced in using computers and their media such as PowerPoint or Keynote and PDF presentation as well as how to integrate computers with display or projection equipment. This person should also know how to properly use the sound system in the Seabeck Meeting House as well as the Eliot owned Fender system.

GENERAL RESPONSIBILITIES

- Manage and facilitate the use of Eliot and Seabeck provided AV tools in the Seabeck Meeting House and other venues as may be required
- Provide robust and seamless programming. Examples: Morning In Gathering, Morning Program, Evening Worship, Talent Shows, other evening group events, Firelight, Coffee House, etc.

SPECIFIC RESPONSIBILITIES [See Timeline]

**AUDIO VISUAL COORDINATOR
TIMELINE**

BEFORE CAMP

- _____ Register for camp. Sign contract and Code of Ethics and return to Registrar.
- _____ Regularly check the website job description for a new Revised date.
See www.eliotinstitute.org —> Volunteers —> Camp Jobs
- _____ Review Audio Visual Manual on the website.
- _____ Be in contact with the Theme Speaker and Worship and Music Coordinator to determine their media requirements as respects using PDF, Keynote or PowerPoint projections.
- _____ Bring your own laptop to camp or arrange to have a computer available for you at camp.
- _____ Read “Projecting Song Lyrics” in “IDEAS, HINTS AND TIPS” at end of job description.
- _____ Write a short article for pre-camp newsletter asking for one or two apprentices wanting to learn or help with audio-visual coordination.

ARRIVAL DAY

- _____ Attend staff meeting.
- _____ See Storage Closet Manager to get supplies stored at Seabeck
- _____ Get the Eliot Fender sound system from the storage closet.

- _____ Get necessary mics (including a Madonna mic) and other equipment from the Seabeck Office. There are separate totes of AV equipment for each Seabeck meeting location, i.e. the Meeting House, Juniper, Pines, etc.
- _____ If needed, you can get an additional Madonna mic from the Registrar. It must be returned **into her hands** when camp ends.
- _____ Ask Volunteer Coordinator to let you know of events that might need AV.
- _____ Ensure competence in using Meeting House systems by meeting with Seabeck staff.
- _____ Meet with the Theme Speaker and Music and Worship coordinators in the Meeting House to ensure their media needs are met and are operating properly.
- _____ Make sure you and Music Coordinator have access to the folder on Eliot's Google Drive with Power Point slides of song lyrics. Reliable internet in Meeting House is an essential element for using Google Drive.

DURING CAMP

- _____ Attend daily staff meetings to learn of other events requiring AV services.
- _____ Manage this system during camp, being responsible for its delivery to various venues where it's to be used, ensuring mics and cables are also provided.
- _____ Arrange for its transport to its next venue and safe overnight storage.
- _____ Take primary responsibility for operation of the Meeting House sound and projection systems during its various events during the day and evening.
- _____ Facilitate use of the projector as needed by various programs.
- _____ Become familiar with the projection system in Juniper to facilitate its use as needed.
- _____ Keep an eye out in the newsletter each day for events that might need AV in Juniper.

LAST DAY OF CAMP

- _____ Return equipment to the Seabeck office or Storage Closet as is appropriate. Ensure that all supplies and equipment are accounted for. Ask Golf Cart Coordinator for transport assistance, if needed.
- _____ If you borrowed the additional Eliot Madonna mic, return it to the Registrar.

AFTER CAMP

- _____ Within two weeks of the end of camp, submit a report to the camp Deans using the template they provide.

IDEAS, HINTS, AND TIPS

PROJECTING SONG LYRICS

Because our campers come from a variety of backgrounds, there are few songs that are truly universally known. To facilitate inclusive group singing, it is desirable to provide lyrics for those who might not know the songs. Distributing songbooks is cumbersome and time-consuming, so some camps have taken to projecting the lyrics on the screen for campers to see during the songs.

Copyright

Eliot Institute takes copyright seriously, and policy prohibits the use of photocopied lyrics. The UUA advises on its website that projected lyrics are permissible as long as we own a legal copy of the lyrics (i.e. a purchased copy of something that includes a printed version of the lyrics) and the projected lyrics are not available to campers (i.e. the powerpoint files are only handled by creators and projectors).

Projection

The AV Coordinator(s) will arrange for a computer to be at camp. If the morning story or other material will be projected, it is likely that the AV Coordinator will handle that. It has been our experience that slides work better than word processor documents. The latter are harder to get sized and scrolled appropriately. Check in ahead of camp to find out what format of slides can be handled (likely Microsoft PowerPoint).

Preparation ahead of time is key to making transitions between different material smooth and quick. Create all the slides you will need and work with the other providers of projected content to get a single file together. The AV Coordinator, as an expert in the technology, may be able to offer this service. With enough lead time, a single deck of slides can be created to make the projectionist job simple, which is a real help with the whole camp waiting.

Slide Creation Tips

It can be difficult to see the lower half of the screen in the Meeting House, so it is recommended to use only the top half of each slide. Assume that the projectionist will only move forward, so duplicate any choruses in the position you want them sung. If you've got more than 10 words on a line, your text is probably too small for older eyes to read at distance. Use black text on a white background to maximize contrast.

OTHER

Creating Work Space

You might like to move the chairs near the sound booth so people are not interrupting you. You might like to put some masking tape on the floor for a "keep out zone" around the sound controls.