

JOB DESCRIPTION

Location: Delta Flight Museum, Atlanta, GA

Job Title: Coordinator – Audiovisual

The Delta Flight Museum seeks to hire a Coordinator – Audiovisual. The Coordinator, reporting to the Manager – Event Services, will be responsible for overseeing and managing the maintenance and operation of the Museum’s audiovisual systems, WiFi and wireless routers, display screens, and the electronic operating system that controls lighting, sound system, and videos. The Coordinator works with a Museum crew of Agents, Supervisors, and leadership.

The ideal candidate is a self-motivated and creative individual with a strong experience maintaining audiovisual systems. Familiarity with technology and WiFi are a plus. The ideal candidate will be able to work individually and as part of a small team, working both weekdays and weekends based on special event needs.

Job Responsibilities:

- Provide all routine maintenance of systems, including troubleshooting, bulb replacements, testing, and ensuring equipment is ready for use as needed
- Respond to all user and management requests for AV system support
- Communicate with Museum’s AV vendor to maintain systems and quickly correct any issues when unable to accomplish them in-house
- Work with the Manager – Event Services and clients to assess AV needs for all events held in the Museum
- Provide on-site event support, including evening and weekend events
- Assist Manager – Event Services with client site visits and event setup & management and breakdown of events
- Work with the Director – Operations to ensure all Audiovisual and WiFi systems are operating properly for daily Museum visitors

Requirements:

- 5+ years work experience with audiovisual and WiFi systems, or aircraft avionics
- Availability on evenings and weekends required as schedule is based on event needs
- Customer service and event management experience a plus
- Ability to communicate effectively and work well with a small staff, event customers, and visitors
- Proof of COVID-19 vaccination, including wearing of masks as determined by Delta and DFM
- Must be able to pass drug and background checks

Position Details

- 40 hours/week

Employer Information

The Delta Flight Museum is a nonprofit 501(c)(3) organization whose goal is to collect, preserve, and present the history of Delta Air Lines in ways that educate and engage. It serves Delta employees, retirees, and families, Delta friends, local community, nonprofit organizations, and academic researchers. Located in Delta's World Headquarters in Atlanta, the Museum is housed in Delta's two 1940s aircraft hangars. On display are historic aircraft and permanent and seasonal exhibitions. For additional information about the Museum, please visit www.deltamuseum.org.

The successful candidate will be employed by [AllSource PPS](#), an AgileOne company, and Delta Air Lines flight benefits are not included. As part of employment on the campus of Delta Air Lines, all new hire employees must be able to provide proof of COVID-19 vaccination.

How to Apply

- Email resume and letter of interest to: museum.delta@delta.com
- Resumes will be accepted until position is filled.