Position: A/V Assistant  
Reports to: Director of Facilities Management

Position Description: The A/V Assistant’s primary role will be to support audio and visual needs of the National Law Enforcement Memorial and Museum’s exhibitions, events, and programs in addition to supporting all areas within the Facilities Team including Maintenance, IT, and Security.

Responsibilities:
- Set up, test, monitor, troubleshoot, and break down AV equipment before, during, and after events
- Ensure that all AV equipment is accounted for and in working order
- Assessment and Log any equipment in need of repair or replacement
- Provide a full range of AV technical support
- Performs preventive maintenance practices throughout the building
- Set up and configure office/event furniture, equipment, and supplies
- Provide general site services including the housekeeping of work areas
- Assisting staff and volunteers in moving equipment and supplies
- Assisting in the set up and break down for programs, meetings, and special events Supporting security duties to ensure the protection of Museum visitors and staff
- Ability to field service requests, maintain regular contact, updates and problem-solving with NLEOMF staff
- Ensure a safe & healthy working environment, and compliance with all policies and procedures
- Performing other duties as may be required to support the effective operation of the Museum’s building and security

Knowledge/Skills/Abilities:
- Significant experience using, Windows and Mac operating systems, iOS and Android operating systems, and Microsoft Word, PowerPoint, and Excel
- Working knowledge of AV equipment set up and technical uses.
- Ability to safely operate hand tools as well as light machinery.
- Ability to work independently and within deadlines and to interact with the public and staff in a positive, enthusiastic, and courteous manner
- Always maintain the Museum’s appearance and dress code standard
- Thrives in an environment where situations change and adapting to change is second nature.

Working Conditions:
- Ability to lift 50lbs, stand for long periods of time, and able to walk long distances
- Must reside within the Washington Metropolitan Region
- Weekend availability required plus some evening and holiday work as needed
- LEED professional certifications desirable
- HS Diploma or GED with minimum two years in related field required
- Valid driver's license

Benefits
- Salary commensurate with qualifications and experience
- Health, dental, vision, life, and short- and long-term disability coverage
- 403B saving plan and corporate match
To apply, please send a resume and cover letter explaining your interest in the position and salary requirements to resume@nleomf.org.