

Cape Cod Bird Club Volunteer Position Description

Title:

Audio-Visual Technician for Bird Club Meetings

Primary Duties:

Set up the meeting room with camera, microphone(s), and laptop computers to enable “hybrid” meetings with both in-person and on-line participants. Setup for the in-person attendees includes a video projector, a sound control unit, and speaker’s microphone (lapel or hand-held). Setup for the on-line attendees includes a laptop, remote microphone, video camera, and Zoom configuration. During the meeting, the technician monitors the Zoom meeting to ensure audio and video are working correctly. At the end of the meeting, all the equipment is taken down and stored.

Optional Duties (not all incumbents will be expected to participate):

Time Commitment:

Attendance at each in-person club meeting, which is the 2nd Monday of each month from September through May. Some winter months may be Zoom-only so no setup would be needed. Meetings are held at the Cape Cod Museum of Natural History in Brewster.

For each meeting, the technician should arrive by 6:15pm to allow time to set up for the 6:30pm arrival of attendees. Meetings typically conclude by 8:15pm.

Supervisor:

President