



## Vacancy

The University of Saint Joseph (USJ) is currently looking to fill the following vacancy in the Faculty of Creative Industries (FCI):

### **Audiovisual Technical Manager (Ref. Code: FCI-B131)**

#### **Responsibilities include, but are not limited to:**

1. Manage and maintain the Video and Sound Production Studios of FCI;
2. Manage and maintain the Digital Fabrication Lab in collaboration with an academic staff member;
3. Manage and maintain the two Computer Laboratories and Post-production Studio of FCI;
4. Manage and maintain all equipment check-out activities, resorting to the work of Student Volunteers;
5. Repair and maintain all digital and audiovisual mobile hardware of FCI;
6. Manage inventory and define usage/insurance policies for the use of equipment and technical infrastructures at FCI;
7. Manage acquisitions, procurement, and proper integration of hardware and software related to FCI (In articulation with the Information Technology Office);
8. Follow and promote government policies, guidelines and regulations related to the management of digital content and usage of technical studio infrastructures;
9. Pursue and promote government published opportunities for funding of technical infrastructures;
10. Provide technical support to USJ activities that require handling of audio and video systems;
11. Provide technical support to the campus Auditorium in the handling of audio and video systems for USJ activities.

#### **Requirements:**

- a. Proficiency in English;
- b. Professional training in the fields of electronics, informatics or digital hardware;
- c. At least 10 years of professional experience in IT related Fields;
- d. At least 5 years of Experience managing audiovisual and digital infrastructures in educational establishments;
- e. Experience in managing Student Volunteer work in academic environment;
- f. Technical skills requirements:
  - Large scale Mac OS and Linux Computer Lab maintenance (Hardware and Software)
  - Software license management
  - Audio and video hardware equipment handling, repairing and maintenance
  - Digital Network System maintenance
  - Sound and Video Studio design and management
  - Live sound and video projection technical production
  - Web and Online content management and development
- g. Preference to experience in university and academic environment technical management;
- h. Preference to reading proficiency in one of the official Languages of Macao (Traditional Chinese or Portuguese).

#### **For application:**

- Email your English CV, motivation letter and the relevant Diplomas as attachments to [jobs@usj.edu.mo](mailto:jobs@usj.edu.mo), addressed to [jobs@usj.edu.mo](mailto:jobs@usj.edu.mo)
- State **expected salary** and the **Ref. Code** of the applied position in the motivation letter.
- All submitted documents will not be returned. Personal data provided by applicants will be kept confidential and used for recruitment purpose only.
- Review of applications will continue until the position is filled.