



## EAST BAY MEDITATION CENTER

---

### Volunteer Position Description

#### AV (Audio Visual) Equipment Volunteer

**Position Overview & Purpose:**

The AV Equipment Volunteer is responsible for maintaining EBMC's microphone and speaker system; projector; and recording equipment.

**Desired Skills/Experience/Qualifications:**

- Experience with AV equipment maintenance
- Ability to respond to time sensitive AV repair needs
- Culturally sensitive communications skills

**Tasks**

- Familiarize self with EBMC's audio visual equipment
- Assemble and organize manuals and instructions for all equipment in filing cabinet so that these materials are easily accessible by all
- Troubleshoot AV equipment problems
- Arrange for prompt repair of equipment when needed (costs to be reimbursed by EBMC)
- Research AV equipment insurance
- Advise Operations Committee in best practices for communicating the care and use of this equipment to the many people who use the Center's AV equipment
- Create an overall, easy-to-use and read operating guide to operating the mics and sound system

**Time Commitment & Schedule:** 5 – 10 hours per month, flexible schedule.  
Minimum 6 month commitment.

**Location:** East Bay Meditation Center

**Training Available/Provided:** Volunteer should be already trained in skills. A short orientation will be provided.

**Resources Available:** Computer & printer are available for use at EBMC, if necessary.

**Contact:** Mushim Ikeda-Nash, EBMC Center Coordinator and Operations Committee member, [admin@eastbaymeditation.org](mailto:admin@eastbaymeditation.org), 510-428-9198