



MISSOURI PUBLIC SERVICE COMMISSION

JOB OPPORTUNITY

EVENT TECHNOLOGY COORDINATOR

The Public Service Commission is seeking a highly skilled, detail-oriented individual to plan, implement, administer, and maintain information technology audio, video, online meeting, and collaboration processes, equipment, platforms, and applications in our Jefferson City office.

Duties include implementing and administering various in-person, online and hybrid meeting platforms, equipment and applications. Coordinate all telephony, video conferencing, livestreaming, and room-based audio/visual systems (microphones, controllers, speakers, multimedia displays, and projectors, etc.). Provide planning and live, on-site operation to ensure reliable and high quality in-person, online and hybrid Commission Agenda meetings, employee meetings, virtual public hearings, regulatory hearings, workshops, remote team collaboration, and other meetings and conferences. Stream and record video from events conducted in-person, remote, and hybrid settings. Add and maintain posting live and on-demand event information to internal and external commission websites, social media, etc. Provide leadership, consultation, documentation and training as needed for coworkers, consultants, and stakeholders. Develop and use skills and expertise in appropriate software and equipment.

QUALIFICATIONS: Bachelor's degree in a relevant field of study and 2-4 years of related professional experience; or an equivalent combination of education, training, and experience. CTS and/or CTS-I/D certification preferred. Knowledge of, and demonstrated competencies in, specialized production software and specific information technology applications such as Cisco WebEx, Zoom, Teams, VoIP, etc. Experience in the live streaming space and understanding of live streaming trends. Working knowledge of Microsoft Office products including Word, PowerPoint, Excel, Outlook, and Teams. Advanced working knowledge of AV equipment and devices including web technologies, communications protocols, and a demonstrated ability to troubleshoot complex technical problems. Project management and coordination of diverse resources to accomplish goals and expectations of the PSC. Ability to stay up-to-date with the latest technology for teleconferencing and presentation production. Occasional travel within the state of Missouri including some evenings and overnight stays. Ability to lift, carry and move audio-visual equipment. Must have a valid Driver's license.

Annual salary range for the Event Technology Coordinator is \$39,000 - \$62,611. Send an application, resume, and a copy of each transcript from all colleges/universities attended by 5:00 pm **January 31, 2022** to: MO Public Service Commission, **Reference #AD010122** P.O. Box 360, Jefferson City, MO 65102 or via e-mail to pscjobs@psc.mo.gov. For additional information, visit [http://psc.mo.gov/General/Career Opportunities](http://psc.mo.gov/General/Career_Opportunities).

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