

## Employment Opportunity

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8802 27th Ave NE, Quil Ceda Village, WA 98271  
Office: 360-716-5000 ▪ [www.QuilCedaVillage.org](http://www.QuilCedaVillage.org)



Quil Ceda Village  
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**JOB TITLE: Audiovisual (AV) Engineer**

**PAY: \$37.56-\$56.34**

**DEPARTMENT: Tulalip Data Services**

### **JOB DESCRIPTION:**

The **Audiovisual (AV) Engineer** performs hands-on technical work supporting the installation, configuration, operation, and maintenance of enterprise audiovisual systems serving Tulalip Tribes, Quil Ceda Village, and Tulalip Tribes Federal Corporation facilities. This position provides advanced technical support across conference rooms, council chambers, event spaces, and digital signage environments, and serves as an escalation resource for complex AV issues under established procedures and standards.

This position works under the direction of IT leadership and implements approved system designs, standards, and configurations. Work involves applying established methods, vendor documentation, and defined technical guidelines to complete assigned tasks, troubleshoot issues, and support projects. This role does not independently set policy, approve expenditures, manage staff, or make binding organizational decisions, and focuses on execution, system performance, and operational support. This is a hands-on technical position that requires regular on-site work, scheduled hours, after-hours support, and eligibility for overtime in accordance with applicable wage and hour laws

**TO APPLY:** Download and complete the application form located on the Quil Ceda Village website: <https://quilcedavillage.org/employment>. Completed applications may be delivered, mailed, faxed, or e-mailed to the HR department. For more information or questions, please visit: <https://quilcedavillage.org/employment> or call Quil Ceda Village HR at 360-716-5000.

*NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.*

**EMPLOYEE CLASSIFICATION:** Non-Exempt

**EMPLOYEE REPORTS TO:** Information Technology Manager

**EMPLOYEE SUPERVISES:** None

### **EDUCATION:**

- Associates or bachelor's degree in Audio Engineering, Information Technology, Electronics, or a related field (or equivalent experience).

### **SKILLS:**

- Strong knowledge of:
  - AV signal flow, gain structure, and system interoperability
  - Video conferencing platforms (Zoom, Microsoft Teams, and Webex)
  - Enterprise conferencing systems (Poly, Cisco)
  - AV networking concepts (multicast, VLANs, Quality of Service (QoS), Dante)
- Proficiency with platforms such as:

- Crestron, Q-SYS, Biamp, Extron
- Dante audio networking
- Working knowledge of TCP/IP, DNS, DHCP, and structured cabling standards.
- Possesses Knowledge of Android, iOS, and other smartphone operating systems
- Ability to work independently with little supervision, prioritizing and completing assignments and tasks.
- Able to work well under pressure and within time constraints.
- Must have excellent verbal and written communication skills.

#### EXPERIENCE:

- Minimum 5–7 years of progressive experience designing, integrating, and supporting professional AV systems.
- Demonstrated experience in enterprise or large-scale commercial environments.
- Hands-on experience with AV over IP, DSP programming, and control systems.
- Proficiency in operating AV equipment, including projectors, sound systems, microphones, and video conferencing tools.
- Advanced knowledge of performance monitors and debugger tools.
- Advanced experience with participating in projects in a cross-functional environment.

#### OTHER REQUIREMENTS:

- Must work well in a team-oriented, collaborative environment
- Must be able to work evenings, weekends, and/or holidays as needed or requested.
- Must be willing to work on an "on-call" rotation to support tribal and commercial clients 24/7.
- Successful employment history with the Tulalip Tribes and/or other current and past employers.
- Must adhere to strict confidentiality of information seen or heard. Proficient in AV software programming and troubleshooting

#### PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Must be 18 years of age or older. (Attach documentation with application)
- Must have a valid Washington State Driver's License and proof of insurance (attach a copy)
- Must be authorized to permanently work in the United States without sponsorship
- Manual and finger dexterity for the operation of a personal computer and routine paperwork
- Stamina to sit, stand, and/or walk for prolonged periods of time
- Tolerance to be exposed to a computer screen for prolonged periods of time on a regular basis
- Ability to lift and carry 40 lbs. on a frequent basis
- Mobility to bend, stoop, and/or climb stairs on an occasional basis

#### SPECIFIC JOB PERFORMED:

- System Design & Engineering
  - Design and engineer scalable AV solutions, including video conferencing, sound reinforcement, digital signage, and control systems.
  - Develop AV standards, reference architectures, and room typologies to ensure consistency across facilities.
- Prepare system drawings, signal flow diagrams, rack layouts, and bills of materials as assigned.
- Evaluate and select AV hardware and software platforms aligned with organizational standards.
- Implementation & Integration
  - Perform installation, configuration, programming, testing, and commissioning of AV systems following approved designs and manufactures specifications.

- Install, Configure, and program control systems and DSP platforms (e.g., Crestron, Q-SYS, Biamp, Extron).
- Integrate AV systems with enterprise IT infrastructure, including network, identity, and collaboration platforms (Zoom, Microsoft Teams, etc.).
- Coordinate with vendors and contractors under the direction of IT leadership to ensure work aligns with approved scope and standards.
- Operations & Support
  - Provide Tier 2 technical support and escalation for complex AV issues.
  - Optimize existing AV systems through firmware updates, reconfiguration, and performance tuning.
  - Maintain accurate system documentation, configurations, and asset records.
  - Perform on-site setup, testing, monitoring, and live support for meetings and events, including evenings, weekends, holidays, and on-call rotations.
- Project & Stakeholder Collaboration
  - Provide technical input, status updates, and documentation to IT leadership and project teams.
  - Provide technical input for budgeting, procurement, and lifecycle planning.
  - Train technicians and end users on system operation and standard procedures.
  - Establish and enforce AV governance, change control, and documentation standards.

#### TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employees may be required to work after hours and/or on call. Employees will be required to work on-site, no telecommuting. No relocation provisions will be provided. Increase in pay is subject to budgetary restrictions, following successful completion of the applicable probationary period.

**Disclaimer:** The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not intended to be a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of employees assigned to this job. Management has sole discretion to add or modify job duties and to designate other functions as essential at any time. This job description is not an employment agreement or contract.