Amina Kirby

Technologist | Engineer | Manager | Educator

EDUCATION

Mills College
MFA Electronic Music & Recording Media — Awarded May 2019

The Evergreen State College
BA Music Technology & Audio Production — Awarded June 2010

EMPLOYMENT HISTORY

UC Berkeley School of Law — **Senior AV IT Engineer**
Oakland, CA — May 2022 - Present

- Oversee maintenance, upgrades and management of all classroom AV/IT system hardware and software infrastructure.
- Troubleshoot and configure audio, video, control and network components across all classroom AV/IT systems.
- Design, plan and install AV/IT system renovations and coordinate logistics with installers and campus facilities.
- Manage 25+ classroom computers using MDM platforms to ensure reliable and standardized image deployment.
- Provide faculty, staff and non-technical users with classroom AV/IT tutorials, technical assistance and troubleshooting support.
- Foster a collaborative environment for colleagues to contribute feedback and input to AV/IT system planning and development.
- Research new and emerging AV/IT practices, technologies and use-cases for implementation in future classroom upgrades.
- Develop custom programs and scripts to automate and optimize departmental workflows and AV/IT operations.
- Maintain comprehensive AV/IT system documentation including system logs, schematics, block diagrams and cable labeling.

Mills College — **Technical Director of Art & Technology**
Oakland, CA — February 2020 – May 2022

- Manage operations and scheduling of multimedia facilities including video editing suites, maker spaces and a multimedia lab.
- Maintain user templates and software licensing for a fleet of 30+ lab computers to ensure consistent and reliable performance.
- Research, procure and implement new multimedia technologies to advance capabilities of the Art & Technology program.
- Design and facilitate workshops on electronics, audio, video and lighting equipment to support student skill development.
- Administer campus-wide software license distribution for Adobe Creative Cloud and specialized Art & Technology applications.
- Manage $185,000 AV/IT equipment inventory and oversee reservation and checkout processes for off-campus student use.
- Coordinate assembly and distribution of multimedia learning kits to 40+ students during the transition to remote learning.
- Diagnose and repair damaged equipment using electronic bench tools to minimize downtime and replacement costs.

Mills College — **Production Coordinator**
Oakland, CA — September 2017 – February 2020

- Lead production operations for campus theater events, including stage management and student worker supervision.
- Organize and manage logistics for an annual four-day MFA thesis performance festival.
- Develop and coordinate technical and performance rehearsal schedules for 20+ thesis productions.
- Collaborate with campus administration to secure facilities and venues for performances.
- Design signal flow diagrams and coordinate media equipment reservations with the campus AV department.

UC Berkeley: Educational Technology Services — **Audio Visual Technician**
Oakland, CA — July 2019 – February 2020

- Provide AV support for campus conferences and events, including equipment setup, operation and strike.
- Utilize a wide array of PA systems, projectors, mixers, microphones and signal routing devices.
- Coordinate with staff, clients and faculty to align on event scheduling and technical requirements.

Unitarian Universalist Church of Berkeley — **Consultant & Audio Visual Technician**
Oakland, CA — July 2019 – February 2020

- Provide AV support for church performances and events, including live audio mixing, video capture and recording.
- Research and develop budget proposals for AV system upgrades based on client needs and goals.
- Coordinate with church staff and facilities personnel to plan and execute AV system modifications and installations.
- Correspond with clients to coordinate event scheduling and ensure technical requirements are met.
- Design, install and create documentation for upgraded AV systems.

Buchla Musical Instruments — **Engineering Assistant**
Oakland, CA — October 2018 – February 2020

- Conduct soldering, wiring and assembly for prototype analog synthesizer designs.
- Troubleshoot, diagnose and repair malfunctioning products and components.

LICENSES / CERTIFICATIONS / TRAINING

AVIXA
CTS, CTS-I — October 2025

Q-SYS Online Training
Level 1, Level 2, Video 101, Control 101, Control 201, Quantum Level 1, QREM, VisionSuite, Seervision — April 2026

Extron
Network AV Specialist, XTP-E Systems Design Engineer, AV Associate, Control Specialist — October 2025

Netgear
Pro AV Certification Level 1, Level 2 — February 2026

Dante Certification
Level 1, Level 2, Level 3, Mastery — November 2024

OSHA
10-Hour Certification — October 2025

FCC
Amateur Radio General Class License — April 2026

Harvard University
CS50 — April 2021

AWARDS / RECEPTION

UC Berkeley: Chancellor's Outstanding Staff Award — Awarded March 2026
UC Tech 2024: Designing AI Technical Support Tools for Classrooms — Conference Presentation — Accepted June 2024
UC Berkeley: Women Who Rock IT Award — Awarded March 2024
UC Berkeley: Staff Appreciation & Recognition Award — Awarded June 2023
Mills College Community Spirit Award — Awarded June 2019
Pride Foundation: Robert R. Bergis & Theodor W. Rosenberg Scholarship — Awarded June 2018
Mills College Music Graduate Scholarship (2017 & 2018) — Awarded September 2017

PROFICIENCIES

Classroom AV & IT Hardware Systems
Expert: Q-SYS Cores & Peripherals, Netgear Switches & Routers, Extron DSPs, AMX Controllers & Peripherals, ESP32, Raspberry Pi, Teensy
Competent: Biamp Audia

AI & LLM Services
Expert: Azure OpenAI, OpenAI API, Claude, Gemini
Competent: GitHub Copilot

MDM & Systems Administration
Expert: Jamf**,** Kaltura, Q-SYS Reflect, Epiphan Cloud
Competent: Canvas, Azure, GCS, Meraki

Programming Languages & Platforms
Expert: Python, Shell, Bash, Lua, Visual Studio Code, PlatformIO, Arduino IDE
Competent: GitHub, JavaScript, NPM, C++, SQL, MaxMSP, PureData

Web Development Tools
Competent: WordPress

AV/IT Software, Protocols & Diagnostic Tools
Expert: Dante Controller, Q-SYS Designer, Extron PCS/DPX, Visual Studio Code, AMX Netlinx Studio
Competent: Advanced IP Scanner, PTP Track Hound, Wireshark, Nmap

CAD & Design Software
Expert: Eagle CAD, Illustrator, Photoshop
Competent: KiCAD, Blender, AutoCAD