

### Class Concept

This is beginning level work; positions in this class provide technical work in the operation, maintenance and production of a variety of audiovisual equipment and materials. Duties include transporting, setting up and operating audiovisual equipment in conjunction with meetings, events, conferences, classroom instruction sessions, and management seminars; preparing for and performing videotape viewing and recording of classroom seminars and clinical settings; maintaining equipment inventory and checkout; and minor equipment troubleshooting/maintenance such as cleaning monitors and lenses, changing batteries and light bulbs. Positions instruct users in the selection, use, and design of audiovisual materials, and assist them in the preparation of instructional materials and presentations, which may include providing photography and graphics for visual presentations. Work may require scheduling facility and equipment usage, ensuring accuracy in the production aspects of visual and audio sources, and providing training for staff and faculty in equipment operation. Work is usually reviewed by the supervisor and client for accuracy and quality.

### Recruitment Standards

#### Knowledge, Skills, and Abilities:

- Basic knowledge of operation and maintenance of audiovisual equipment.
- Basic knowledge of media production techniques, which encompasses knowledge of artistic media.
- Ability to develop artistic presentations from verbal or written instructions using creative skills and abilities.
- Ability to instruct staff in the basic operation of audiovisual equipment.
- Ability to convey basic technical information and artistic concepts verbally and in writing to department staff members and educational personnel.
- Ability to present ideas effectively through various types of media.
- Ability to plan and prioritize work assignments of a limited scope to ensure timely completion of requested services.
- Ability to organize and shelve instructional materials and audiovisual equipment according to predetermined plan and maintain accurate inventory control system on all equipment and educational materials.
- Ability to coordinate the scheduling of facility and equipment usage.

#### Minimum Education and Experience

High school or General Educational Development (GED) diploma and one year of experience in audiovisual equipment operation and maintenance, graphic design, and/or photography; or an equivalent combination of education and experience.