

Class Concept

This is work of an advanced technical nature, positions in this class provide technical work in the operation, maintenance and production of a wide 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. Positions at this level function with limited supervision, and usually discuss production needs with the client, establish priorities for work assignments, and exercise creativity and artistic techniques in the production of the client needs. Work is usually reviewed for quality by the respective client or the supervisor.

Recruitment Standards

Knowledge, Skills, and Abilities:

- Thorough knowledge of audiovisual equipment operation and maintenance.
- Thorough knowledge of media production techniques, which includes photographic and artistic media.
- Ability to exercise creative judgment in deciding upon the audio and visual format and approach.
- Ability to execute production techniques and procedures that are rather sophisticated and requires artistic discretion in material presentation.
- Ability to provide detailed instruction to staff/clients on the use of a wide variety of audiovisual equipment and the actual production techniques.
- Ability to convey advanced technical information and artistic concepts verbally and in writing to a wide variety of clients.
- Ability to present ideas effectively through a wide variety of media.
- Ability to plan and prioritize work assignments of a broad scope to ensure timely completion of a wide variety of requested services.
- Ability to develop and maintain an inventory control system on all equipment and materials and recommend purchase of training equipment and materials.
- May require ability to arrange and assign work to student workers to ensure the efficient use of resources.

Minimum Education and Experience

Associate's degree in media production, photography or commercial art from an appropriately accredited institution and two years of experience in audiovisual equipment operation, graphic design, and photography; or an equivalent combination of education and experience.