

## **AUDIO VISUAL SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the responsibility for maintaining and upgrading television and radio studio and control room facilities, the coordination of use of such facilities as well as actual production and transmission work. Duties include arranging sets and lighting, operating video equipment such as cameras, editing equipment, title maker, audio equipment, etc. In addition, the work involves the distribution, collection of and accountability for audio visual equipment, supplies and materials. Administrative direction is received from the school principal and although technical/professional supervision is received from media teaching personnel, considerable technical initiative is expected. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Participates in the planning, purchase, upgrading and maintenance of television and radio broadcasting facilities (currently closed circuit);

Coordinates and produces television and radio broadcasting in conjunction with media teaching personnel;

Coordinates activities with local cable television companies;

Facilitates the video and/or audio recording of special school or district activities;

Provides technical assistance to teachers involved in video taping classroom activities and in making media oriented field trips;

Operates video equipment and edits tapes;

Arranges studio sets and lighting;

Provides advice, assistance and direction to students interested in television and radio broadcasting and other audio visual production techniques;

Distributes, collects and accounts for all audio visual equipment, materials and supplies;

Makes audio recordings on cassettes and tapes;

May make transparencies and laminations;

May perform still or motion picture photography.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good operating knowledge of video and audio production equipment including cameras, lighting, projectors, recorders, VCR's, etc.; good knowledge of inventory and records maintenance procedures; working knowledge of production techniques of educational television; ability to operate and adjust radio and television broadcasting equipment; ability to conduct training sessions; ability to make minor repairs to equipment; ability to understand and carry out oral and written directions; mechanical and clerical aptitude.

**MINIMUM QUALIFICATIONS:** An Associate's degree in audio visual, media studies, communication arts or related field and one (1) year of experience in the operation and maintenance of studio cameras, camcorders and lighting, sound, monitoring and editing equipment which included pre-production studio set-up involving lighting, sound and camera balancing.

**NOTE:** Two (2) additional years of the above experience may be substituted for the required college degree.