

## AUDIO-VISUAL TECHNICIAN

### KIND OF WORK

Technical work in the operation, repair and maintenance of audio-visual hardware and production and maintenance of audio-visual software.

### NATURE AND PURPOSE

An employee in this class is responsible for inventory, circulation, maintenance and operation of all audio-visual equipment in department or state institution. Responsibility extends to technical assistance for locally prepared, instructional audio-visual software for use by staff in the department or institution. Further responsibility includes general instruction of staff and operation and use of audio-visual hardware and software. Incumbents of this class are expected to operate a wide variety of audio-visual equipment, involve in repair of this equipment beyond minor replacement and adjustment, and be fully involved in the production of instructional aids in the audio-visual area. Supervision of the employee is carried out in the form of periodic discussions, reviews of work, and observation of results achieved.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Maintains accurate records of services provided, equipment utilization, and supplies expended.

Trains and supervises student or lower level technical assistants.

Operates a wide variety of production and programming hardware in making multi-media presentations. This includes adjustments and emergency repairs.

Assists in the technical preparation of audio-visual software such as photography, basic graphics, and sound productions.

Performs photo dark room work developing films and printing and enlarging pictures.

Performs duplication of color slides, balancing colors with proper film filters in handling material for quality of output.

Programs single projector, dissolve shows, or multi-image productions.

Performs the editing of video tape without an automated editor.

Operates video equipment including making adjustments for lighting, acoustics, taking into account level of equipment available, and editions of production.

Laminates, dry mounts, photographs from copy stand.

Plans and implements a schedule for routine maintenance, repair and servicing of audio-visual equipment.

Recommends to the supervisor the purchase of new or replacement of equipment and software.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Knowledge of:

Working knowledge of a wide variety of basic audio-visual hardware.

Working knowledge of technical operation, servicing and maintenance of audio-visual hardware and software.

Working knowledge of available audio-visual software including sources, types, and applications.

Ability to:

Ability to develop and maintain schedules, inventories and records.

Ability to deal with staff in acquiring, circulating or promoting the use of audio-visual software and hardware.

Ability to technically assist in the preparation of audio-visual software.

Est.: 9/80

TC:

Rev.:

Former Title(s):