

AUDIO/VISUAL TECHNICIAN Job Description

CATEGORY: INSTRUCTIONAL SUPPORT
POSITION STATUS: FULL-TIME
FLSA STATUS: NON-EXEMPT
SALARY CODE: 54

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Responsible for coordination of technical services, including events, audio-visual equipment, and relevant facility operations at the College, including the TSC Arts Center. Oversees events to ensure that equipment and facilities are properly used within established operating procedures and contractual obligations. Assists with reservation and use of the facility by campus and community members for educational, cultural and public functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operates, maintains and safeguards the technical assets located at the TSC Arts Center and other campus locations, including supervising the use of lighting, sound, communications equipment, and the use and maintenance of stage facilities.
- Determines the necessary technical supports, such as lighting, sound, staging, and special needs, necessary for events and performances presented at the facility in advance of production dates.
- Assists with technical matters for the set-up, maintenance, and operation of lighting and sound systems for theatre, dance, music and other productions and projects.
- Assists in the recording and production of college, community and staff development activities through the use of audio, visual, video and photographic equipment.
- Sets up and operates video cameras, sound systems, lighting equipment, etc.
- Troubleshoots equipment malfunctions; may make minor repairs to audio, visual and video equipment or coordinate repairs with vendors.
- Orients facility renters and visiting productions to safety, technical characteristics and other areas of facility operations; facilitates the use of the technical facilities by the resident company and other engaged by or renting the facility.
- Advises production managers, lighting and sound designers on the technical specifications of the facility to ensure proper implementation of approved technical designs.
- Monitors the condition of equipment including lighting, sound, and rigging equipment; arranges for the repair and replacement within budgetary constraints; performs preventative maintenance on equipment.

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- Maintains inventory and requests specialized supplies.
- Assists in evaluating capital purchase needs of technical equipment.
- Assists in the development of policies and procedures to ensure that proper usage and safeguarding of facilities, assets and property of the College.
- Contributes to the overall success of department by performing all other essential duties and responsibilities as assigned.
- Handles sensitive and extensive confidential information.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Participates in the development of outcomes, monitors assessment of those appropriate outcomes, and assists in the development of plans of action for improvement based on the assessment of those outcomes.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of Texas Southmost College.
- Knowledge of audio, visual and video equipment operation, including sound, lights, projection, and technological devices.
- Must have thorough knowledge of electricity, electronics and electro-mechanical applications.
- Must be able to read technical manuals and apply knowledge.
- Excellent customer service skills and interpersonal skills.
- Excellent oral and written communication skills.
- Ability to handle sensitive and extensive confidential data.

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- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Ability to perform and excel in a high-tech all-digital environment.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.
- Ability to perform minor repairs on audio, visual and video equipment.
- Ability to work with departments and the public.
- Demonstrated knowledge of principles and processes for delivering class-leading customer services.
- Demonstrated excellent oral and written communication, interpersonal and leadership skills; ability to work independently.
- Demonstrated organizational skills in handling, directing, and prioritizing multiple and complex assignments/projects and maintaining records.
- Budgeting principles and practices.
- Ability to establish and maintain positive and effective working relationships with students, College employees and the public.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and other groups.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- A high school diploma or the G.E.D. equivalent..
- At least three (3) years of experience in audio, visual and video production.
- Experience of working effectively in a team environment with a customer service focus.

PREFERRED EDUCATION AND EXPERIENCE

- Associate's degree or higher in electronics technology, broadcast technology, or related field from an accredited college or university.
- Experience in theater management, technical operations and scheduling of programs and events with a campus or performing arts facility.

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CERTIFICATES AND LICENSURES

- None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a high school diploma or G.E.D. equivalent?
 - Yes
 - No
3. *Do you have at least three (3) years of experience in audio, visual and video production?
 - Yes
 - No
4. *Do you have experience of working effectively in a team environment with a customer service focus?
 - Yes
 - No
5. Do you have an associate's degree or higher in electronics technology, broadcast technology, or related field from an accredited college or university?
 - Yes
 - No
6. Do you have experience in theater management, technical operations and scheduling of programs and events with a campus or performing arts facility?
 - Yes
 - No