



DATE ISSUED: 08/15
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Audio Visual Specialist

JOB SUMMARY

The position is responsible for designing and/overseeing audio visual (AV) events. The AV Specialist troubleshoots and resolves AV problems; creates, tests, and edits presentations and other multi-format material. The AV Specialist will setup, test, operate, calibrate AV equipment for live meetings and recordings. The position is responsible for documenting and educating appropriate use of AV equipment. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Manager, Classroom Technology & Videoconferencing

Supervises: May supervise student assistants and temporary staff

ESSENTIAL DUTIES - May include, but not limited to the following:

- Supports campus audio visual event needs.
- Assists in planning layout and coordination for audio and video requirements.
- Maintains and troubleshoots audio visual equipment.
- Operates lighting, sound, camera, video recorder, and accessories.
- Maintains equipment inventory for audio visual events.
- Publishes live and recorded events to specified audiences.
- Edits video content for publication and archive storage.
- Consults on use of lighting and sound for recording requests.
- Assists with classroom audio visual needs and video conference.
- Writes support documentation for equipment use and training.
- Assist in the development and implementation of major project timelines.
- Provides support to Board of Regents recording sessions.
- Provides technical support to Student Life for disciplinary hearings.
- Coordinates use of testing software for researching new products.

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- Researches advances in technology for recommendations on purchasing decisions.
- Committed to providing quality customer service.

ADDITIONAL DUTIES

- Provides University or community-related service that may or may not directly impact institutional goals
- Assists with functional support to end users for administrative technology
- Assists end users with conducting video interviews
- Trains students/student workers on audio visual equipment and video conferencing
Assist students with questions on campus technology, as needed
- Performs other duties as requested.

EDUCATION

High school diploma or equivalent is required. Some college and technical short courses and seminars relating to computing and video conference or telepresence preferred. Associate's degree or Bachelor's degree preferred. ITIL, HDI, audio visual systems experience, and video conference certifications preferred.

EXPERIENCE

Five years hands-on experience with administration and support for computer, video production, video streaming, and/or video conference systems. A combination of education or experience equivalent to a Bachelor in Computer Science, or a related field in technology preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of using and maintaining audio, video and lighting equipment including, but not limited to, video cameras, audio mixers, video switchers, projectors, projection screens, set design, and event lighting. Knowledge of video editing software. Knowledge of Adobe Creative Suite a plus. Knowledge of classroom audio video technology a plus.
- Strong customer service skills required
- Proficient in communication, both oral and written
- Strong motivation and work ethic

- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public
- Knowledge of modern computing, networking, and communication systems
- Ability to organize, work effectively, conceptualize, and prioritize goals
- Able to exercise independent judgement based on organizational policies and procedures
- Understanding of application installation
- Test system utilization
- Web streaming and archiving principles and options
- Software life cycle management
- Documentation systems operations for knowledge databases
- Demonstrate ability in website design and content updates
- Computer configuration modification, backup and restore
- Working knowledge of multiple web design technologies
- Ability to deal well with ambiguity and fast-paced change
- Ability to engage in self-directed learning of new technology quickly and efficiently
- Ability to maintain a positive track record of successful communication and problem-solving skills Working knowledge of multiple web design technologies
- Build Rapport
- Listening Skills
- Organizing and Planning
- Strong customer service skills required

- Highly Preferred:
- Background in technical directing

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

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SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.