



**JOB INFORMATION**

Job Code	OC38
Job Description Title	Supv, Audio Visual
Pay Grade	MC07
Range Minimum	\$44,050
33rd %	\$51,400
Range Midpoint	\$55,070
67th %	\$58,740
Range Maximum	\$66,080
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/7/2011

**JOB FAMILY AND FUNCTION**

Job Family:	Marketing, Communications, & Multimedia
Job Function:	Media Services

**JOB SUMMARY**

Coordinates, oversees, and supports events and audio-visual applications taking place at Auburn University.

**RESPONSIBILITIES**

- Supervises all technical aspects of live events and audio/video productions including broadcast and production support.
- Consults with clients and presents proposals on the design of video, audio, and lighting for events.
- Trains and coordinates technical crews to provide audio/video services and operate all related equipment.
- Troubleshoots, repairs, and maintains audio and video equipment and accessories.
- May provide consultative services to faculty and staff on audio visual systems.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.
----------------------------	---

**MINIMUM QUALIFICATIONS**

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

**MINIMUM EDUCATION & EXPERIENCE**

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Radio, Television, and Film, Mass Communications, Theatre Production, or related field.	And	3 years of	Experience in audio/visual equipment set-up and live event production.	

Substitutions Allowed for Education	Yes
<i>Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.</i>	
Substitutions Allowed for Experience	Yes
<i>Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.</i>	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of audio/visual equipment set-up and usage.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting			X			
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

**Vision Requirements:**

Ability to see information in print and/or electronically and distinguish colors.