
Auburn University Job Description

Job Title: **Supv, Audio Visual**

Job Family: No Family

Job Code: **OC38**

Grade 33: \$39,300 - \$65,500

FLSA status: Exempt

Job Summary

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

Essential Functions

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

Supervisory Responsibility

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

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Radio, Television, and Film, Mass Communications, Theatre Production, or related field.
Experience (yrs.)	3	Experience in audio/visual equipment set-up and live event production.

Substitutions 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.

Substitutions 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.

Minimum Required Knowledge

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

Certification or Licensure Requirements

Valid Driver's License

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires reaching, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires standing, walking, sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 11/7/2011
