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[COMPANY NAME] JOB DESCRIPTION

Position: Audio and Video Equipment Technicians

Job Description:

Set up or set up and operate audio and video equipment including microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards, and related electronic equipment for concerts, sports events, meetings and conventions, presentations, and news conferences. May also set up and operate associated spotlights and other custom lighting systems.

Job Tasks:

- Compress, digitize, duplicate, and store audio and video data.
- Control the lights and sound of events, such as live concerts, before and after performances, and during intermissions.
- Design layouts of audio and video equipment, and perform upgrades and maintenance.
- Diagnose and resolve media system problems in classrooms.
- Install, adjust, and operate electronic equipment used to record, edit, and transmit radio and television programs, cable programs, and motion pictures.
- Maintain inventories of audio and video tapes and related supplies.
- Meet with directors and senior members of camera crews to discuss assignments and determine filming sequences, camera movements, and picture composition.
- Mix and regulate sound inputs and feeds, or coordinate audio feeds with television pictures.
- Monitor incoming and outgoing pictures and sound feeds to ensure quality, and notify directors of any possible problems.
- Obtain, set up, and load videotapes for scheduled productions or broadcasts.
- Perform minor repairs and routine cleaning of audio and video equipment.
- Record and edit audio material such as movie soundtracks, using audio recording and editing equipment.
- Record and label contents of exposed film.
- Switch sources of video input from one camera or studio to another, from film to live programming, or from network to local programming.

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- Conduct training sessions on selection, use, and design of audiovisual materials and on operation of presentation equipment.
- Construct and position properties, sets, lighting equipment, and other equipment.
- Determine formats, approaches, content, levels, and mediums to effectively meet objectives within budgetary constraints, utilizing research, knowledge, and training.
- Develop manuals, texts, workbooks, or related materials for use in conjunction with production materials or for training.
- Direct and coordinate activities of assistants and other personnel during production.
Edit videotapes by erasing and removing portions of programs and adding video and/or sound as required.
- Inform users of audio and videotaping service policies and procedures.
- Locate and secure settings, properties, effects, and other production necessities.
- Notify supervisors when major equipment repairs are needed.
- Obtain and preview musical performance programs prior to events in order to become familiar with the order and approximate times of pieces.
- Organize and maintain compliance, license, and warranty information related to audio and video facilities.
- Perform narration of productions, or present announcements.
- Plan and develop pre-production ideas into outlines, scripts, story boards, and graphics, using own ideas or specifications of assignments.
- Produce rough and finished graphics and graphic designs.

Required Knowledge:

- **Communications and Media** -- Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- **Education and Training** -- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- **Telecommunications** -- Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.
- **English Language** -- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

- **Computers and Electronics** -- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Required Skills:

- **Writing** -- Communicating effectively in writing as appropriate for the needs of the audience.
- **Speaking** -- Talking to others to convey information effectively.
- **Reading Comprehension** -- Understanding written sentences and paragraphs in work related documents.
- **Complex Problem Solving** -- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Active Listening** -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking** -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Learning Strategies** -- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

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- **Operations Analysis** -- Analyzing needs and product requirements to create a design.
- **Judgment and Decision Making** -- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Instructing** -- Teaching others how to do something.

Abilities Required:

- **Speech Clarity** -- The ability to speak clearly so others can understand you.
- **Oral Expression** -- The ability to communicate information and ideas in speaking so others will understand.
- **Visualization** -- The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- **Originality** -- The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- **Written Expression** -- The ability to communicate information and ideas in writing so others will understand.
- **Near Vision** -- The ability to see details at close range (within a few feet of the observer).
- **Information Ordering** -- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Job Activities:

- **Thinking Creatively** -- Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
- **Monitor Processes, Materials, or Surroundings** -- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- **Establishing and Maintaining Interpersonal Relationships** -- Developing constructive and cooperative working relationships with others, and maintaining them over time.
- **Getting Information** -- Observing, receiving, and otherwise obtaining information from all relevant sources.

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- **Training and Teaching Others** -- Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
- **Communicating with Supervisors, Peers, or Subordinates** -- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Drafting, Laying Out, and Specifying Technical Devices, Parts, and Equipment** -- Providing documentation, detailed instructions, drawings, or specifications to tell others about how devices, parts, equipment, or structures are to be fabricated, constructed, assembled, modified, maintained, or used.
- **Organizing, Planning, and Prioritizing Work** -- Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Handling and Moving Objects** -- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Controlling Machines and Processes** -- Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).

I _____ acknowledge that I have read and understood this job description for the position of Audio and Video Equipment Technician.

Employee Name: _____

Date: _____

Supervisor Name: _____

Date: _____