

## **AUDIO VISUAL SERVICES TECHNICIAN TRAINEE**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves learning assist in producing, videotaping, and editing programs and presentations for a variety of purposes in various college locations. The incumbent is also responsible for learning to coordinate the use of audio visual equipment and supplies, and for keeping staff and students informed on audio-visual techniques for instructional purposes. The work is performed under general supervision with leeway allowed for the use of independent judgment in carrying out technical activities of the job. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Learns to:

Train students in the setup, operation, and minor maintenance of video-tape equipment including black and white, and color cameras, video recorders and play-back sets;

Assist in video tape productions by aiding in set design, lighting, directing, and overall coordination of television productions;

Videotape special school activities and events;

Tape television programs for viewing at a later time by students and faculty;

Operate tape or disk recording machines to record music, dialogue, radio broadcasts, training courses and other events;

Schedule the use and placement of video cassette recorders in classrooms or other viewing areas;

Inform staff of technological developments related to use of instructional television video camera and tapes and other audio-visual equipment;

Provide and performs a variety of audio and video, reel and cassette tape duplication services;

Perform simple, routine preventative maintenance and repair of audio-visual equipment.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Working knowledge of the operation of a variety of audio-visual equipment including video-tape cameras, recorders and play-back system;

Working knowledge of care and storage of video tapes, films, and audio tapes and slides;

Ability to operate a variety of audio-visual equipment such as reel to reel and cassette tape records, record players, overhead and sound film projectors;

Learns to instruct others in operation of audio-visual equipment;

Ability to keep simple inventory records;

Ability to follow oral and written instructions;

Ability to perform close, detail work involving considerable visual effort and strain;

Manual dexterity;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from high school or possession of an equivalency diploma.

NOTE: This is a trainee position in the competitive class.

Appointment following examination is for a one year term during which time the incumbent learns the basics of the Audio Visual Services Technician position. Training is on-the-job but also requires academic assignment. Promotion to Audio Visual Services Technician may be made without further examination upon successful completion of the probationary period.