

AUDIO VISUAL EDUCATION SPECIALIST

KIND OF WORK

Technical work in the production and duplication of video and/or audio tape recordings.

NATURE AND PURPOSE

Under general supervision, an employee in this class is responsible for the original recording and duplication of video and/or audio taped material. Responsibilities may involve operation of a television studio including scheduling, set preparation, operation of cameras and video tape recorders with responsibility for the quality of the program produced. Employees would provide technical consultative services to other departmental employees; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Fills requests for materials to meet the needs of other staff by collecting materials for inclusion in the master library, duplicating video and/or audio magnetic tapes from master recordings, creating slides for television, and creating original video and/or audio tape recordings when necessary.

Inventories audio-visual equipment and materials so that management has an accurate accounting of its audio-visual resources by keeping itemized records, and writing synopses and descriptions of taped materials for catalogs.

Monitors all audio-visual equipment and materials so that it is maintained in good operating condition by inspecting equipment, repairing minor problems, and referring major problems to vendor.

Develops audio-visual capabilities to meet present and future needs by installing or assisting in the installation of new audio and/or visual recording or duplicating units or television equipment.

Directs all studio productions so that the quality of productions is maintained by providing instruction and assistance in the operation of the television studio, equipment and related facilities; troubleshooting problems in the use of television equipment and studio; preparing television storyboards; scheduling requests for use of the studio and equipment.

Instructs others in the use of various audio-visual equipment and materials to increase their ability to produce quality audio-visual materials by overseeing audio-visual workshops as an authority on sound and/or video recordings and reproduction, making group presentations, and tutoring individuals.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Principles of electronics sufficient to operate equipment required to duplicate tapes, amplify sound, and record audio and/or video tapes.

Principles of electronics sufficient to operate color compatible television cameras, monitors, distribution amplifiers, sync generators, switching and special effects units.

Photographic composition, special effects and camera techniques sufficient to produce original tapes.

Recordkeeping sufficient to keep inventory and production records and prepare reports.

Skill in:

Oral communications sufficient to explain sound and/or video recording and production techniques.

Ability to:

Make minor repairs and adjustments to video and recording equipment.

Operate audio and video magnetic tape recorders and duplicating facilities.

Est.: 1/7/53  
Rev.: 9/72; 11/91  
Ckd.: 8/31/60

T.C.:  
Former Title(s):