

The Southern Baptist Theological Seminary

Position Description

Position Title: Audio-Visual Technician

Department: Event Productions

Position Code: N0434

Date Prepared: 10/14/10

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Audio-Visual Technician provides audio and visual services for internal and external events primarily located in meeting space and classrooms on campus. The Audio-Visual Technician serves the seminary campus community, special guests and speakers of the institution, and external clients that rent meeting space.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- Operates sound systems and performs setups for various events on campus
- Operates and/or sets up media equipment for clients
- Records video and audio
- Participates in training as necessary and demonstrates proper equipment setup and use
- Reports equipment problems and issues to supervisor
- Communicates all scheduling conflicts and requested time off to supervisor
- Assists with equipment installation and other office projects

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position is encouraged but not required to have an undergraduate degree.

EXPERIENCE:

The person in this position should have previous audio visual experience.

SUPERVISION:

The person in this position will supervise no one.

The person in this position will report to the manager or supervisor of Event Technology.

WORK ENVIRONMENT:

The person in this position will work in a typical office environment as well as classroom, lecture and conference settings.

EQUIPMENT:

The person in this position will use the following equipment: Data Projector, Digital and Analog Sound Systems, Audio Recording Equipment, Video Recording Equipment, DVD and VCR Players, PC and Mac computers, fog machines, lighting and other staging equipment.