

## AUDIO-VISUAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving the responsibility for operating computer equipment and technical systems, as well as repairing and maintaining the audio-visual and electronic equipment, used in theatres and athletic programs. The work is performed under the direct supervision of a higher level technician or school administrator. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in theatre productions in various locations;  
Operates computer, other mobile devices or electronic equipment as necessary to perform the duties of the position; however, duties do not require the services of a skilled word processor;  
Provides technical support for special events;  
Schedules use of all audio-visual equipment by school personnel;  
Works collaboratively to provide advice on the technical aspects of proposed stage sets, lighting and sound system of all school productions;  
Assists in operating and controlling dvd or digital equipment used in recording theatre productions;  
Monitors video recorders to assure that adequate quality of tapes and/or dvds is achieved;  
Assists in maintaining the special events schedule;  
Assists in purchasing all audio systems;  
Assists in the installation and fabrication of audio systems;  
Acts as the secondary contact for all stage/theatre-related productions;  
May perform duplication of videos and/or dvds or digital materials, via computer if copyrights allows;  
Assists with repairs and maintaining district audio equipment in theatres, athletic venues and fields;  
Performs minor repairs of inoperative audio-visual equipment in the district repair shop;  
Performs preventative maintenance and cleaning of district audio-visual equipment;  
Assists in maintaining inventories of parts and audio-visual supplies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the repair and maintenance of audio-visual equipment; good knowledge of parts used and tools required in such repair and maintenance; working knowledge of electronics; working knowledge in the use of computer equipment; ability to repair various equipment; ability to read drawings; ability to understand and follow oral and written instructions; clerical aptitude; manual dexterity; mechanical ability; mental alertness; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma; AND, EITHER:

1. One (1) year of full-time paid work experience, or its part-time equivalent, maintaining theatre facilities and related technical equipment; OR
2. One (1) year of full-time paid work experience, or its part-time equivalent, maintaining, repairing, installing or operating audio-visual equipment (video cameras, projectors, computers, sound systems or related equipment).

NOTE: Documented volunteer experience will be accepted on a prorated basis.

SUBSTITUTION: Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or higher in Theatre Arts may substitute for the experience.

APPROVED: DECEMBER 19, 2005

REVISED: 6/20/17

CIVIL SERVICE CLASSIFICATION: COMPETITIVE