

Victor School Vacancy

Salary: \$23.46/hr

Appointment will be made on a Provisional basis, with permanent appointment following successful qualification in a Civil Service Examination which will be scheduled at a later date.

AUDIO VISUAL TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving the responsibility for planning and preparing audio-visual material for classroom or auditorium programs. This work differs from an audio-visual aide or assistant in the use of technical training and experience in assisting school personnel in planning and developing various kinds of audio-visual programs. The work is performed under general supervision of a school administrator or under the immediate supervision of school personnel when assigned to specific projects. Supervision may be exercised over a small number of subordinates or students. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares annual budget of audio-visual equipment, computers, and supplies and plans expenditures from this budget;
Develops programs and operates computers systems to run sound and lighting for musicals, plays, concerts and other special events;
Manages auditorium, stage management, technical direction, lighting, sound and video;
Handles booking of auditorium facility and prepares facility calendar yearly;
Produces (records and edits) video and audio tapes, including digital format, for school personnel;
Assists teachers in recording sound tracks on films designated for sound;
Records concerts, radio or television programs, plays and other theatrical performances;
Schedules all use of audio-visual equipment;
Operates, maintains and makes minor repairs of various types of audio-visual equipment, such as digital projectors, LCD projectors, Smartboards, VCR's and other audio-visual and theater production equipment;
Makes arrangements to send equipment out for repair as needed;
Supervises repair and maintenance of auditorium and equipment;
Supervises and schedules the work of technical staff;
Provides technical advice, training, and support to teachers, students and other employees operating audio-visual equipment;
Troubleshoots and repairs LCD projector and Smartboards;
Troubleshoots and repairs sound and lighting systems;
Checks in and sorts film, video and computer software for distribution in accordance with requests and packs films for shipment;
Takes inventories, orders parts, keeps records and makes reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge in the operation of and repair and maintenance of audio-visual equipment; good knowledge of the tools, terminology and uses of equipment used in the preparation of audio-visual material and programs; working knowledge in the use of computer equipment; ability to plan and determine equipment needs for projects; ability to learn the characteristics, capabilities and methods of operation of new equipment and computer software; ability to follow oral and written instructions; ability to establish effective working relationships; tact and courtesy; initiative; resourcefulness; physical condition commensurate with the demands of the position.

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AUDIO VISUAL TECHNICIAN

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Audio-Visual Technology; Audio-Visual Communications Technology, Electrical Technology, or a closely related field; OR
2. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Audio-Visual Technology; Audio-Visual Communications Technology, Electrical Technology, or a closely related field, AND two (2) years of full-time paid experience, or its part-time equivalent, in the preparation, use and repair of audio-visual equipment including cameras, LCD projectors, Smartboards, computer sound and light boards, computer video production, sound and lighting equipment or related electronic equipment; OR
3. Graduation from high school or possession of a general equivalency diploma (GED) AND Possession of an Audio-Visual Technology trade school certificate PLUS three (3) years' experience as noted in #2 above; OR
4. Graduation from high school or possession of a general equivalency diploma (GED) AND four (4) years of experience as noted in #2 above; OR
5. An equivalent combination of training and experience as described by the limits of No. 1, 2, 3, and 4 above.

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

NOTE: Advanced education degree received, in a program or specific field noted above, will be accepted in lieu of the minimum education noted.

REVISED: AUGUST 14, 2006, 6/23/17, 7/5/19
CIVIL SERVICE CLASSIFICATION: COMPETITIVE