

Wright State University
CLASSIFIED JOB SPECIFICATION
Events Production Technician

I. JOB INFORMATION

Job Title: Events Production Technician (CS 05)

Job Class: 21214 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under administrative direction facilitates and operates electronic/digital video equipment pertaining to suspended video boards or video display units.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Coordinates multiple video/digital inputs and operates integrated digital video switcher, DVE, character generator systems. Works independently or in cooperation with the producer/director.
- Performs minor software maintenance and upgrades. Troubleshoots and assesses problems with video equipment directly related to the video boards.
- Consults with internal and external clients. Interacts with other departments to coordinate delivery of products and services.
- Maintains operational records associated with departmental requirements including job reports and billing information.
- Tracks client/consultant hours, bills for services, balances financial records, and makes budget projections.
- Trains and supervises student production assistants.
- Maintains current knowledge of industry equipment upgrades and trends.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Two years of post-secondary education and two years of (FT) related work experience OR, a high school diploma or equivalent and four years of (FT) related work experience. A bachelor's degree in a related field may be substituted for the required work ex Through knowledge of and highly competent in the operation of current video technology and current office equipment. In-depth knowledge of various software applications. Excellent verbal/communication skills. Excellent customer service skills.

V. WORKING CONDITIONS

There are conditions, equipment and materials, present which require proper handling to ensure safety.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

21210

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.