

Wright State University
CLASSIFIED JOB SPECIFICATION
Audio/Visual Services Specialist

I. JOB INFORMATION

Job Title: Audio/Visual Services Specialist (CS 16)

Job Class: 31214

FLSA Status: Non-Exempt

II. JOB SUMMARY

Under administrative direction, uses judgment in performing a variety of duties and tasks to create state of the art outcomes for audio, visual, recording, theatrical light, and computer presentations primarily on evenings and weekends. This includes but is not limited to various use of maintenance of audio systems, large screen video and data projection systems, computers and computer presentation systems, and video conferencing systems.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Selects, setup, operates and maintains sound reinforcement systems, public arena sound systems, intercom systems, audio recording systems, stage lighting systems, overhead rigging systems, data and video presentation display systems, internet protocol, v
- Trains and directs student employees to set up and operate equipment and ensure safety protocols are followed
- Responds to customer requests for emergency, routine and remedial maintenance of audio visual equipment. Analyzes and troubleshoots system failures and provides appropriate solutions.
- Interfaces and when necessary trains customer on how to use computer hardware and software.
- Installs and maintains fixed audio and video systems and related media equipment. Tests, calibrates, balances and or makes repairs to ensure installations meet required outcomes.
- Provides customer services for reserving and implementing services and creating and closing job logs with billing information.

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

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

A high school diploma or GED and four years (FT) of related work experience OR, two years of post-secondary education and two years of (FT) related work experience OR, a bachelor's degree

in a related field and one year (FT) of related work experience. Must have knowledge and understanding of the local and NEC code requirements regarding cabling infrastructure and installation process for 2 and 3 phase systems. Five years experience in staging audio-visual presentation systems; 5 years experience in the

V. WORKING CONDITIONS

Work conditions are primarily controlled except during loading, unloading of vehicles and supporting outdoor events. Hours primarily take place in the evening and on weekends.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

Must possess a valid US drivers license for at least one year

VIII. JOB SERIES

31100

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.