

Classification Specification: Sr. A/V Specialist

Classification Number: 52648 Pay Grade:
Effective Date: April 14, 2014 Current Exemption Status: Nonexempt

Position Summary

Produces, directs and provides engineering and lighting for live streams and archival recordings. Records multi-faceted events. May manage the recording office. Maintains building audio equipment, studio usage and other department recordings.

Essential/Primary Duties

- Provides recording and sound engineer services, and producing, directing and camera operation for live streams, archival recordings and other department recordings.
- May manage the recording office, and supervise student workers.
- Maintains building audio equipment, studio usage and other department recordings. Provides audio archival management, preservation and restoration.
- May provide or arrange for electronics and lighting repair.
- May operate projector or perform computer hardware setup or software configuration.

Experience and Education

Experience

- One year related experience required; previous supervisory experience or training required.

Education

- Some college coursework required

Physical Requirements

Heavy work: frequently working in difficult work positions and/or with physical demands such as continuously lifting/moving materials greater than 50 pounds.
Occasional climbing of ladders and cat walk work over 30 feet above ground.

Working Conditions

Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to accurately receive and disburse cash whether currency, credit cards, checks or other payment forms
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Ability to perform basic computer programming
- Knowledge of basic science and scientific methods
- Ability to effectively utilize audio/visual equipment
- Ability to operate hand and/or power tools appropriate to the trade

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

Provides work direction and may select, hire, schedule and provide formal feedback.