

**DEPARTMENT:** SCHOOLS  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** MAY 6, 2021

### AUDIO/VISUAL ASSISTANT

**DISTINGUISHING FEATURES OF THE CLASS:** Under general supervision, the incumbent provides technical assistance in the operation and support of audio / visual and multimedia equipment. The incumbent is responsible for the operation of the computerized lighting systems and professional audio / video and multimedia systems in accordance with all district rules, regulations, and safety standards. Supervision may be exercised over the work of student assistants. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

1. Sets up and operates all audio / video and multimedia equipment including digital sound boards, mics, wireless mics, speakers, effects racks/processing digital recording and playback, and other related equipment;
2. Creates and locates audio / video effects for the production of live events;
3. Adjusts microphones as required for each performer and musicians;
4. Connects equipment to a sound system that has audio output (i.e. computer);
5. Troubleshoots audio / visual equipment;
6. Performs minor repairs and maintenance of audio /video, multimedia and lighting equipment;
7. Hangs and focuses lights;
8. Programming/cueing for productions;
9. Produces videos and multimedia presentations for marketing and / or academic purposes;
10. Informs and instructs others in the operations of equipment when required;
11. Maintains simple records and reports;
12. When assigned, may assist technical support staff.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of computerized theater lighting systems and professional theater audio / video and multimedia systems; working knowledge of the specialized lighting and audio / video and multimedia systems used in live musical and art entertainment; working knowledge of the technical terminology used in musical and art productions; skill in the operation of computerized equipment and software at an acceptable rate of speed and accuracy; ability to program and operate lighting and sound boards; ability to repair and maintain lighting equipment; ability to read a "lighting plot" and other production related drawings; ability to hang and focus lights; ability to maintain records and produce reports; ability to follow written and verbal instructions; ability to establish and maintain working relationships; sound judgment; patience; tact; initiative; flexibility; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a New York State equivalency diploma **AND** one of the following:

1. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in audio-visual, computer, or electrical technology, or closely related field; **OR**
2. Two (2) years of experience in the operation of a variety of multi-media equipment including lighting and sound boards.

**NOTE:** Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time requirements.