

DEPARTMENT: SCHOOLS
CLASSIFICATION: COMPETITIVE
APPROVED: OCTOBER 24, 2019

AUDIO/VISUAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent provides technical assistance in the production of dramatic and/or musical productions. The incumbent is responsible for the operation of the computerized lighting systems and professional sound 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 sound gear including digital sound boards, mics, wireless mics, speakers, effects racks/processing digital recording and playback;
2. Creates and locates sound effects for the production of live musical entertainment;
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 lighting equipment;
7. Hangs and focuses lights;
8. Programming/cueing for productions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of computerized theater lighting systems and professional theater sound systems; working knowledge of the specialized lighting and sound 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 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**

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**

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.