

VIDEO/THEATER TECHNICIAN

BASIC PURPOSE OF THE JOB CLASSIFICATION

To be responsible for the day-to-day operations of the video network, video studio and theater technology center at a school; to maintain studio equipment; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Employees in this classification receive general supervision within an established framework of standard policies and procedures. Employees in this classification are responsible for training, coordinating, and overseeing the work of students using the video studio and theater. Performance of these responsibilities requires attention to details, good communication skills, and sound judgement.

REPORTS TO

School Principal

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following information is descriptive and is not restrictive as to duties required)

- Organizes and secures technology materials associated with the video network.
- Operates all equipment used in the video studio and theater.
- Assists and monitors student use of audio/video equipment.
- Demonstrates appropriate video, sound, and lighting techniques.
- Assists with guiding student behavior in their use of the video studio or theater.
- Maintains a site maintenance program for equipment in the video studio and theater.
- Assists with identifying, trouble-shooting, and tracking hardware problems and makes repairs.
- Established and maintains information, operational, student, and check-out records related to equipment associated with the video studio.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

- Provides technical support and training to site staff who use the video studio and theater.
- Assists students with the production of informational and instructional videotapes and slide presentations.
- Designs promotional videotapes for a variety of various student groups.
- Instructs and assists student with the use of the audio-board, lighting systems, editing equipment, and video equipment associated with the video studio and theater.
- Supervises media production projects, including slide-tape shows, audio/video presentations, and computerized multi-media image productions.
- Identifies work priorities including media center productions, slide and tape duplication, multi-media production, media duplication, off-air recordings, on-campus cable television systems, and other instructional technology projects.
- Researches the latest technologies and trends in multi-media equipment and recommends purchases.
- Establishes workshops for interested faculty and staff on the use of the equipment.
- Schedules playback/transferral of audio/video tapes.
- Schedules and checks darkroom appointments.

TYPICAL PHYSICAL REQUIREMENTS

Ability to stand and walk; sits for extended periods; frequently stoops, kneels, and crouches to push and pull objects; ability to lift and carry object weighing over 50 pounds; normal manual dexterity and eye-hand coordination to operate video/audio production equipment; corrected hearing and vision to normal range; verbal communications; uses office equipment including telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed indoors in an office and audio/video production environment; work is performed around equipment with moving parts; exposure to electrical currents; regular contact with staff, parents, and students.

DESIRABLE QUALIFICATIONS

Knowledge of :

- Theater lighting, video systems, and sound systems.
- Various principles and techniques applied to technical video/audio production equipment operations, sound and lighting systems, and related peripheral equipment.
- Routine maintenance repair methods and procedures used in a video network, video studio, and theater.
- Safe work practices.

Ability to:

- Operate and repair a variety of audio/video equipment, and lighting systems used for production projects.
- Work with students, instructing and overseeing their activities in using audio-boards, lighting systems, and other video/audio equipment.
- Determine work priorities involving media center productions and associated activities.
- Analyze situations accurately and adopt effective courses of action.
- Demonstrate appropriate video, sound, and lighting techniques.
- Work on own initiative without close supervision.
- Establish and maintain records for attendance and equipment check-out purposes.
- Effectively communicate both orally and in writing.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One year of experience operating technical video equipment, sound systems, lighting systems, and related equipment. Previous experience work with and instructing teen age people is highly desirable.

Special Requirements: None