



SENIOR AUDIO/VIDEO TECHNICIAN

Department: **IT / Administrative Services** Class Code: **18**
Reports to: **IT Manager** FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under limited supervision, manages the production, filming and streaming of the Town's various board meetings and other events.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Responsible for the production, filming and online streaming of various Town board meetings and other audio-visual documented events.
- Ensures cameras, recording equipment, microphones, audio mixing equipment are working and operational.
- Advanced technical troubleshooting, repair and replacement of various sound and video equipment as needed.
- Supervises and directs any additional audio/visual technician staff.
- Advises Town staff and elected officials on best practices for live events to ensure proper and professional appearances during live broadcasts.
- Setup, removal and movement of audio/visual equipment from the meeting spaces in advance and on an as need basis.
- Installation and proper handling of various audio/visual cabling to document town events.
- Setup and management of live streams of meetings and town events on Zoom Webinars, Facebook Live or other streaming platforms.
- Posting of previously recorded video content to YouTube, Facebook, Town website and other online platforms.
- Post production audio/video editing as needed to ensure quality recorded content.
- Management, maintenance and archiving of offline recording video content.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or GED required

Five years of work experience in the Audio/Visual or related industry required.

Required Licenses or Certifications:

Audio/Visual Certification or college level training in studio recording or related field

JOB DESCRIPTION

Senior Audio/Video Technician

Required Knowledge of:

- Working knowledge of cameras, wired and wireless microphones, mixing boards and other Video production equipment.
- Previous experience working with XLR, SDI, HDMI and other audio/visual related cabling
- Experience with post-production video and audio editing software applications
- General understanding of Zoom, YouTube and Facebook, video streaming and posting to web platforms.
- Microsoft Windows operating system, web browsers and online navigation.
- Working knowledge of Microsoft Word, PowerPoint, Outlook

Required Ability to:

- Quickly learn new computer programs and systems with minimal training and oversight.
- Develop and maintain effective working relationships with Town staff, Council members, vendors, contractors, various external organizations and individuals and the general public.
- Work independently and within a team environment.
- Make decisions, maintain composure and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a variety of various computer hardware and software.
- Exhibit excellent customer service skills.

Physical Demands / Work Environment:

- Must have a flexible evening schedule to film regularly scheduled board meetings and accommodate the filming of impromptu board meetings.
- Work is performed primarily indoors. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds.

Core values: Integrity, Teamwork, Respectful Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
	9/2022			18	Non-exempt	

APPROVED: Laura Kyriakakis, Human Resources Director

DATE: 9/21/2022