

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: AUDIO/VISUAL TECHNICIAN, SENIOR**

**Reports To:** Designated Supervisor

**UW Job Code:** 3264

**UW Job Family:** 51 – Technicians

**SOC Code:** 27-4011

**FLSA:** Non-exempt

**Pay Grade:** 19

**Date:** 9-1-15

### **JOB PURPOSE:**

Set up and operate audio and video equipment including microphones, sound speakers, video screens, projectors, video monitors, computers, recording equipment, connecting wires and cables, sound and mixing boards, and related electronic equipment for events, meetings, conventions, presentations, and news conferences.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Position, install, and connect equipment, such as computers, projectors, video walls, screens, sound equipment, microphones, amplifiers, cabling, and lights.
- Provide immediate response to problems and situations affecting normal operations.
- Ensure safety of equipment and cabling.
- Store and maintain equipment in working condition.
- Make minor adjustments and repairs to equipment and notify maintenance personnel when correction of major malfunction is required.
- May coordinate equipment operation with material presented, according to notations in script or instructions of speaker.
- Compress, digitize, duplicate, and store audio and video data.
- Configure workstations, system hardware and software, and provide technical assistance.
- Set up stages and/or platforms.
- Operate motion picture projecting equipment to show films.

### **SUPPLEMENTAL FUNCTIONS:**

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.

- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

### **COMPETENCIES:**

- Technical/Professional Knowledge
- Safety Awareness
- Analysis/Problem Identification
- Ability to Learn
- Attention to Detail
- Work Tempo

### **MINIMUM QUALIFICATIONS:**

Education: **High School Diploma or GED**

Experience: **At least 2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Strong oral and written communication skills.
- Excellent interpersonal skills and commitment to customer service.
- High level of problem-solving skills.
- Ability to work effectively in a culturally diverse environment.
- Ability to effectively oversee others and direct work.
- Ability to interpret system needs and construct system processes.
- Ability to manage and meet deadlines.
- Proven ability to continually adapt and learn new technologies and software programs.
- Extensive knowledge of information architecture principles and methods.
- Basic knowledge of tools such as HTML, Macromedia Flash, streaming audio, video, compression methods, file types and formats.
- Expert knowledge of graphical design elements appropriate for online instruction.
- Knowledge of Learning Management System administration.

### **WORKING CONDITIONS:**

- May be required to work a flexible schedule, including nights, weekends, and holidays.
- May be required to lift up to 50 pounds.
- May be required to stoop, bend, twist, climb ladders, and carry equipment.
- Work is normally performed in a typical interior/office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.