



OUR VISION:

To be the acknowledged leader in public assembly venue management in the region

OUR MISSION:

To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues

OUR VALUES:

Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community

Job Title	Audio/Visual Technician, Part-time	Bargaining Unit	IATSE 28-AV jobs at OCC
Functional Job Family	Operations	Classification #	8510
FLSA Status	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Salary Grade #	100
Position Status	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	Revision Date	July 2017

CLASSIFICATION DESCRIPTION

Set-up, strike and operate audio and visual equipment for meetings, presentations, exhibits and events held in meeting rooms, ballrooms and large exhibit halls. Demonstrate usage of audio and visual equipment.

DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

1. Sets up and operates audio, visual and lighting equipment, such as microphones, sound speakers, sound boards, video screens, projectors, video monitors, video switches, lighting consoles, connecting wires and cables, and related electronic equipment.
2. Transports, stores and maintains equipment; cleans, adjusts and tests equipment as needed.
3. Demonstrates use of, guides and provides assistance to clients and other staff in the use of audio and visual equipment.
4. Assists with operating audio and visual equipment during concerts, shows and events.
5. Performs work in accordance with department policies and procedures, codes, ordinances, regulations, and other requirements, including but not limited to, Leadership in Environmental and Energy Design Certification (LEED), and OSHA.

Secondary Functions:

- Other duties which may be necessary or desirable to support the agency's success.

Supervisory Responsibilities



This position has no supervisory responsibility but may provide leadership and guidance to volunteer staff and/or assist with orientation of new members of the work group.

Education and/or Experience; Certificates, Licenses, and Registrations

High School Diploma or GED, and a minimum of two (2) years of experience operating audio and visual equipment, or any combination of education and experience that provides the necessary knowledge, skills and abilities to perform the classification duties and responsibilities. A current and valid driver’s license issued in the state of residence is required.

Knowledge, Skills and Abilities

- Audio-visual equipment and set-up
- Work effectively with information management systems, and adapt quickly to system changes and updates
- Analyze information and use logic to resolve issues and problems
- Read and interpret instructions, drawings and/or diagrams
- Prioritize and multi-task; must be organized and flexible to change course of work/projects as circumstances dictate
- Establish and maintain cooperative working relationships with all persons contacted in the course of work
- Communicate clearly and concisely, both orally and in writing
- Work nights, weekends and holidays

Physical Demands / Work Environment

Continuously required to read computer screens and other system monitors; stand and/or walk for extended periods of time; hear and/or respond to verbal/audio cues; see and/or respond to visual cues and distinguish color; perform repetitive motions of hands and wrist; lift, push, pull and/or carry objects up to 10 pounds.

Frequently required to sit for extended periods of time; climb and/or balance; stoop, kneel, crouch or crawl; twist and/or bend; reach with hands and arms; lift, push, pull and/or carry objects up to 50 pounds; work near or around moving mechanical parts, electricity and vibration.

Rarely exposed to fumes or airborne particles.

“MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this Classification Description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.”

APPROVED:

MERC General Manager

Date

MERC Human Resources Manager

Date