**Audio Visual Assistant Standard Job Description**

**Classification Title:** Audio Visual Assistant

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 8

**Job Description Summary:**

The Audio-Visual Assistant under general supervision, assists with live event production events. Assists in identifying problems and troubleshooting equipment.

**Essential Duties and Tasks:**

**40% Event Content Production**

* Learns and assists with the production and delivery of athletics live event content.
* Operates and maintains video cameras and equipment, including digital editing systems and software.
* Operates and maintains audio equipment used in video production, including microphones and related equipment.
* Learns how to use lighting gear, including lighting techniques for location shoots.
* Maintains an awareness of social and digital trends and best practices.

**20% Event Technical Support**

* Assists with the technical setups for events.
* Assists in identifying problems and troubleshooting equipment.
* Follows live event procedures and assists in all aspects of live event productions before, during, and after the event.

**10% Video Editing**

* Assists in editing video productions.

**10% Communication and Collaboration**

* Attends meetings to discuss upcoming live events.
* Contributes to the effective management of all relevant problems, issues, and opportunities.
* Builds relationships with staff to help address needs for front-facing social media content.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience

**Required Experience:**

* N/A

**Required Licenses and Certifications:**

* N/A

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone
* Audio visual equipment

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No** 