**Audio Visual Specialist P11 Standard Job Description**

**Classification Title:** Audio Visual Specialist P11

**FLSA Exemption Status:**Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Audio Visual Specialist P11, under general supervision, is responsible for researching, writing, shooting, editing and finalizing video materials for research documentation, technology transfer, training and marketing purposes. Performs live event production.

**Essential Duties/Tasks:**

**40% Video Production and Event Coordination**

* Produces and delivers live event content.
* Edits video production.
* 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.
* Uses lighting gear, including lighting techniques for location shoots.
* Maintains an awareness of social and digital trends and best practices.
* Assists with the coordination of activities of schedulers and technicians to ensure proper setups for events.
* Communicates audio visual plans and coordinates with staff using venues.
* Assists with the identification and research of new technology and software.
* Attends meetings to discuss upcoming live events.

**20% Staff Supervision and Mentorship**

* Supervises student-assistants.
* Assists with the delegation of responsibilities and projects to appropriate staff members.
* Contributes to the evaluation of staff and provides constructive feedback to continue professional growth and development.
* Mentors Audio-Video Assistants, part-time staff, and student-assistants.

**10% Compliance and Policy Adherence**

* Works to establish and ensure communication and enforcement of rules and regulations for all staff members and student workers supervised.

**10% Communication and Coordination**

* Assists with the development, documenting, and reporting of current procedures and suggests areas of improvement.
* Assists with communication and coordination with facility occupants.
* Assists with the communication and coordination with Events Management to provide first-class experience at all events.

**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:**

* Two years of related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**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**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**