**Audio Visual Specialist Standard Job Description**

**Classification Title:** Audio Visual Specialist

**FLSA Exemption Status:**Exempt

**Pay Grade:** 7

**Job Description Summary:**

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

**Essential Duties/Tasks:**

**40% Video Production and Equipment Operation**

* Operate and maintain video cameras and equipment, including digital editing systems and software.
* Conceptualize and direct studio and location video material, including interviews.
* Edit video productions from source materials including scripts, diagrams, and simple illustrative animations.
* Operate and maintain audio equipment used in video production, including microphones and related equipment.

**20% Studio and Field Lighting Management**

* Familiarity with studio and field lighting gear, including lighting techniques for location shoots.

**10% Event Support and Coordination**

* Assist in scheduling and managing virtual/hybrid events using video equipment and software.
* Work with staff to ensure Zoom accounts are used appropriately and events are not double-booked.
* Collaborate with staff to customize Zoom settings to meet event needs.

**10% Equipment Maintenance and Troubleshooting**

* Ensure hardware used in the execution of events is kept in working order.
* Repair basic problems with less complex hardware, including soldering cables and troubleshooting devices.
* Track repairs and manage warranty returns and exchanges for event equipment.

**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.
* Knowledge of video cameras, recording decks, editing equipment, editing software, lighting equipment and audio gear.
* Strong interpersonal and organizational skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone
* Cameras
* Lighting and audio 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** 