**Senior Audio-Visual P13 Standard Job Description**

**Classification Title:** Senior Audio-Visual Specialist P13

**FLSA Exemption Status:**Exempt

**Pay Grade:** 13

**Job Description Summary:**

The Senior Audio-Visual Specialist, under general supervision, oversees the delivery of live event and educational and conferencing content. Supervises technical staff. Identifies problems and troubleshoots equipment.

**Essential Duties/Tasks:**

**30% Live Event and Production Oversight**

* Oversees the delivery of live event content.
* Coordinates activities of schedulers and technicians to ensure proper setups for events.
* Supervises live event production staff and student workers.
* Leads meetings to discuss upcoming live events.
* Communicates audio-visual plans and coordinates with staff using venues.
* Builds relationships with staff to help address needs for front-facing social media content.

**20% Equipment and Technology Management**

* 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.
* Identifies and researches new technology and software.
* Maintains an awareness of social and digital trends and best practices.

**10% Staff and Resource Management**

* Delegates responsibilities and projects to appropriate staff members to empower and provide professional development opportunities.
* Evaluates staff and provides constructive feedback to continue professional growth and development.
* Manages specialty lighting operations and equipment.

**10% Coordination and Communication**

* Communicates and coordinates with facility occupants.
* Communicates and coordinates with Events Management to provide a first-class fan experience at all events.

**10% Compliance and Procedure Management**

* Develops, documents, and reports current procedures and suggests areas of improvement.
* Maintains continual and thorough familiarity with all applicable rules and regulations.
* Works to establish and ensure communication and enforcement of rules and regulations for all staff members and student workers supervised.

**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:**

* Four 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**