

The Southern Baptist Theological Seminary

Position Description

Position Title: Southern Productions Technologist-WEB

Department: Southern Productions

Position Code: N0433

Date Prepared: 1/14/09

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Southern Production Technologist provides audio and visual services for events that include faculty, staff, students and external clients.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- Operates sound systems and performs setups for various groups on campus
- Operates and/or sets up equipment for clients
- Records, edits and duplicates (video/audio)
- Assists with web class courses including video recording, floor directing, camera operation, encoding and duplication
- Demonstrates proper equipment setup and use
- Reports equipment problems and issues
- Communicates all scheduling conflicts and requested time off to the full-time staff
- Assists with duplication and other office projects

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position is not required to have a degree in audio visuals.

EXPERIENCE:

The person in this position will excel with previous audio visual experience.

SUPERVISION:

The person in this position will supervise no one.

The person in this position will report to the Director of Southern Productions and other full-time staff.

WORK ENVIRONMENT:

The person in this position will work in a typical office environment as well as classroom, lecture and conferencing setting.

EQUIPMENT:

The person in this position will use the following equipment: Data Projector, Digital and Analog Sound Systems, Audio Recording Equipment, Video Recording Equipment, Sound and Video Editing Software, i.e. Vegas and Sound Forge, DVD and VCR Players, etc.