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.