

AUDIO VISUAL SERVICES MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for managing the audio visual services of Broome Community College, this includes coordinating the equipment necessary for producing photographic, audio and/or video projects as requested by faculty and staff, for use in the classroom or other informational or public relations settings. The duties frequently entail the integration of two or more media devices. The incumbent also maintains and updates the inventory of all college owned audio visual equipment. Work is performed under general supervision of the Director of Web and Media Resources, with considerable leeway allowed for carrying out the technical details of the work. This position does not supervise staff, however may be required to direct work study students. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

Schedules use and placement of all audio-visual equipment in classrooms or other use or viewing areas;
Maintains online calendar of events;
Coordinates staff coverage of events and multimedia requests;
Provides back-up for department technicians regarding delivery, set up, troubleshooting and use of equipment;
Oversees and maintains a database for tracking inventory, repair and loans of media equipment;
Assists in selection and purchase of new or replacement audio-visual equipment and supplies;
Trains college work-study students on department policies and procedures;
Assists in developing audio-visual budget for materials and equipment;
Responds to troubleshooting requests regarding issues with media equipment;
Researches new techniques and equipment to make cost effective decisions on upgrades and purchase of new media equipment;
Prepares a variety of related records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of a variety of audio-visual equipment, including analog and digital cameras, recorders and play-back systems;

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Good knowledge of media production techniques, including analog and digital video, on-screen computer, slide and overhead presentations;

Good interpersonal and communication skills;

Ability to operate a variety of audio-visual equipment;

Ability to perform minor maintenance and repair work on audio-visual equipment;

Ability to work well as part of a team;

Ability to provide good customer service;

Ability to train individuals on use of multimedia equipment and department policies;

Ability to prepare budget requests;

Ability to establish and maintain good working relationships with others;

Ability to follow oral and written instructions.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree or sixty (60) semester credit hours in communications/mass media, electronics or a closely related field, plus two years of experience in the operation and maintenance of audiovisual equipment and the production of audiovisual aides; OR
- B) Graduation from high school or possession of an equivalency diploma and four years of experience as defined in A) above; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.