



JOB INFORMATION

Job Code:	173019
Job Title:	Audio-Visual Manager
FLSA Status:	Exempt
Supervisory:	
Job Family:	Digital/Multimedia
Job Family Group:	Multimedia 1
Management Level:	5 Manager

JOB SUMMARY

Manages staff and operations of audio-visual and multi-media services department. Provides audio-visual and multi-media services for faculty, staff and/or students. Has responsibility for purchasing, inventory, maintenance, delivery and distribution of audio-visual and multi-media equipment and related materials.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Specialized/technical training	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		2 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Directly related experience with the design, installation and maintenance of audio-visual and multimedia hardware and software.
X		Ability to manage and prioritize multiple projects successfully.
X		Demonstrated interpersonal, critical thinking and communication skills.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Manages staff and operations of audio-visual and multi-media services department. Has responsibility for ordering, procurement, receipt, inventory, maintenance, delivery and distribution of all audio-visual and multi-media equipment and related materials. Determines equipment needs for specific purposes. Determines pricing of audio-visual and multi-media services, as appropriate.				
Sets goals and objectives for department operations and measures performance against objectives. Recommends changes or enhancements to department operations based on analyses and evaluation.				
Directly supervises at least two full-time subordinate staff or the equivalent. Recruits, screens, hires, orients, and trains staff. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees, as needed.				
Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on a day-to-day basis. Ensures timely completion of unit's work. Resolves problems referred by staff and provides technical guidance, as required.				
Analyzes and determines audio-visual and multimedia equipment needs for facility/department. Works with purchasing to determine availability, vendors, costs, etc. Determines priorities for new equipment purchases. Prepares reports and makes recommendations regarding department usage of audio-visual and/or multimedia equipment.				
Coordinates acquisition of audio-visual and multimedia equipment through purchase, rental, loan, etc. Determines whether to allow outside audio-visual or multimedia equipment to be utilized in specific venues.				
Produces regular reports on revenue and/or expenses and forecasts budgeting as it relates to audio-visual and multimedia equipment. Controls labor costs for special installations and/or events, as appropriate.				
Develops and enforces standard operating policies and procedures for audio-visual and multimedia equipment usage. Ensures compliance with all applicable rules and regulations regarding maintenance and use of audio-visual and multimedia equipment.				
Oversees inventory maintenance of equipment and other related materials. Ensures inventory is maintained and updated on a regular basis. Oversees maintenance of equipment, including cleaning and minor repairs, if applicable. Arranges for repairs and schedules preventive maintenance that cannot be performed in-house.				
Conducts hands-on training for subordinate staff and/or users, as needed.				
Provides expert troubleshooting and advice on audio-visual and multimedia equipment.				
Maintains currency on latest products and trends by reading trade publications, attending seminars and trade shows, and developing and maintaining vendor contacts.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident.

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.