



JOB INFORMATION

Job Code:	173011
Job Title:	Audio-Visual Technician II
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Digital/Multimedia
Job Family Group:	Multimedia 1
Management Level:	7 Individual Contributor

JOB SUMMARY

Provides audio-visual and multi-media technical services to faculty, staff and students of university schools and departments for special events, instructional, and/or business purposes. Prepares, maintains and repairs equipment such as film projectors, VCRs, slide projectors, televisions, cameras, recorders, headsets, speakers, turntables, cassette decks, compact disc players, conferencing equipment, devices and systems, and audio, editing, post production, and public address systems. Demonstrates usage of equipment to faculty, staff and students. Gives guidance and/or work direction to a large number of student workers.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Specialized/technical training	
X		Associate's degree	
	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		1 year	
	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		Specialized knowledge of and experience with audio-visual and multi-media equipment.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated interpersonal and communication skills.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Provides audio-visual and multi-media technical services to faculty, staff and students. Instructs end users on procedures to follow regarding operation of equipment and use of educational materials.				
Delivers and picks up audio-visual and multi-media equipment. Installs and sets up audio-visual equipment as required. May troubleshoot problems during equipment operation, advise end users, and make necessary modifications to equipment.				
Tests and ensures equipment is in operable condition prior to delivery and installation. Maintains compliance with security and safety standards of all equipment.				
Operates, maintains, and repairs, or arranges for repair of, audio-visual and multi-media equipment. Schedules, coordinates, and prioritizes services and repairs of all equipment.				
Plans and coordinates equipment orders with end users to meet their specific needs. Liaises with internal schools and departments regarding preparation, setup, and operation of audio-visual and multi-media equipment.				
Monitors and maintains inventory records of audio-visual and multi-media equipment. Advises on purchase order requests for supplies, equipment, and parts and/or upgrades equipment as needed. May obtain competitive bids for equipment.				
May operate and maintain one or more stages/facilities in a school or academic department. May perform minor building maintenance in order to maintain stage(s)/facility(ies) in orderly, operable condition.				
Plans and organizes equipment for major high visibility events such as Commencement, Trustees Conference, and special events sponsored by the President's Office. Creates schematics and interprets diagrams and blueprints.				
Provides guidance and direction to student workers and/or other audio-visual technicians. Schedules and monitors their work. Assesses performance and provides feedback.				
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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 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.		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. 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/
Campus Security Authority (CSA)			Essential:
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.