



Classification Description

OUR VISION:

To be the acknowledged leader in public assembly venue management in the region

OUR MISSION:

To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues

OUR VALUES:

Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community

Job Title	Audio/Visual Production Assistant	Bargaining Unit	Non-represented
Functional Job Family	Operations	Classification #	8150
FLSA	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Salary Grade #	214
Position Status	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	Revision Date	May 2007

Summary:

Set-up, strike and operate audio and visual equipment for meetings, presentations, exhibits and events held in meeting rooms, ballrooms and large exhibit halls. Demonstrate usage of audio and visual equipment.

Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

Essential Functions:

- Set up and operate audio, visual and lighting equipment, such as microphones, sound speakers, sound boards, video screens, projectors, video monitors, video switches, lighting consoles, connecting wires and cables, and related electronic equipment.
- Transports, stores and maintains equipment; clean, adjust and test equipment as needed.
- Demonstrate, guide and provide assistance to clients and other staff in the use of audio and visual equipment.
- Assist with operating audio and visual equipment during concerts, shows and events.
- Perform work in accordance with department policies and procedures, codes, ordinances, regulations, and other requirements, including but not limited to, Leadership in Environmental and Energy Design Certification (LEED), and OSHA.

Secondary Functions:

- Other duties which may be necessary or desirable to support the agency's success.

Supervisory Responsibilities:

This position has no supervisory responsibility but may provide leadership and guidance to volunteer staff and/or assist with orientation of new members of the work group.



Education and/or Experience; Certificates, Licenses, and Registrations:

- High School Diploma or GED, and
- A minimum of two (2) years of experience operating audio and visual equipment, or
- An equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.
- A current and valid driver's license issued in the state of residence.

Necessary Knowledge, Skills and Abilities:

- Good knowledge of audio-visual equipment and set-up.
- Ability to work effectively with information management systems, and adapt quickly to system changes and updates.
- Ability to analyze information and use logic to resolve issues and problems.
- Ability to read and interpret instructions, drawings and/or diagrams.
- Ability to prioritize and multi-task; must be organized and flexible to change course of work/projects as circumstances dictate.
- Ability to establish and maintain cooperative working relationships with all persons contacted in the course of work.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to work nights, weekends and holidays.

Physical Demands / Work Environment:

- Continuously required to read computer screens and other system monitors; stand and/or walk for extended periods of time; hear and/or respond to verbal/audio cues; see and/or respond to visual cues and distinguish color; perform repetitive motions of hands and wrist; lift, push, pull and/or carry objects up to 10 pounds.
- Frequently required to sit for extended periods of time; climb and/or balance; stoop, kneel, crouch or crawl; twist and/or bend; reach with hands and arms; lift, push, pull and/or carry objects up to 50 pounds; work near or around moving mechanical parts, electricity and vibration.
- Rarely exposed to fumes or airborne particles.

"MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this Classification Description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors."

APPROVED:

MERC General Manager

Date

MERC Human Resources Manager

Date