



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 Technician, Full-time	Bargaining Unit	IATSE 28 – AV jobs at OCC
Functional Job Family	Operations	Classification #	8510
FLSA Status	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Salary Grade #	100
Position Status	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Revision Date	April 2017

CLASSIFICATION DESCRIPTION

Set up and operate audio and visual equipment and systems for concerts, shows and events. Set up and operate associated spotlights and other custom lighting systems. Provide guidance to technician assistants.

DUTIES AND RESPONSIBILITIES

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.

1. Determines audio and visual needs for concerts, shows and events; coordinates work with other departments to ensure clients' needs/requirements are met.
2. Sets up, prepares and operates 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.
3. Tests and adjusts sound systems, LCD projectors, screens and lighting systems.
4. Performs rigging inspections and installs rigging equipment.
5. Performs 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

1. Performs maintenance, repairs and routine cleaning of audio and visual equipment.
2. Other duties which may be necessary or desirable to support the agency's success.



SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities but provides lead direction, guidance and coaching to part-time members of the work group. Responsibilities include orienting and training others in applicable policies, procedures and techniques, and providing assistance to management in achieving work group success.

EDUCATION AND/OR EXPERIENCE; CERTIFICATES, LICENSES, AND REGISTRATIONS

- High School Diploma or GED
- A minimum of four (4) years of experience operating audio and visual equipment, or
- Any combination of education and experience that provides the necessary knowledge, skills and abilities to perform the classification duties and responsibilities

KNOWLEDGE, SKILLS AND ABILITIES

- Audio and video systems and design
- Rigging practices and techniques
- Building and troubleshooting complex audio-visual setups
- Work effectively with information management systems, and adapt quickly to system changes and updates
- Analyze information and use logic to resolve issues and problems
- Read and interpret instructions, drawings and/or diagrams
- Prioritize and multi-task; must be organized and flexible to change course of work/projects as circumstances dictate
- Establish and maintain cooperative working relationships with all persons contacted in the course of work
- Communicate clearly and concisely, both orally and in writing
- Work nights, weekends and holidays

PHYSICAL DEMANDS / WORK ENVIRONMENT

- Continuously required to stand and/or walk for extended periods of time; hear and/or respond to verbal/audio cues; see and/or respond to visual cues; perform repetitive motions of hands and wrist.
- Frequently required to 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 electricity, moving mechanical parts and vibration.
- Occasionally required to climb and/or balance.



- Rarely required to sit for extended periods of time; smell and/or taste; lift, push, pull and/or carry objects up to 100 pounds; exposed to wet, humid conditions; 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