



Duty Statement / Job Description

22nd District Agricultural Association

Classification Title / Code: Audio-Visual Specialist (Technical)	
Working Title: Audio-Visual Specialist	
Department: Production and Entertainment	Reports To: Event Services Supervisor
Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Time Base: <input checked="" type="checkbox"/> Full Time
Location: <input checked="" type="checkbox"/> On Site <input type="checkbox"/> Hybrid <input type="checkbox"/> Remote	

Position Description

Under the general direction of Event Services Supervisor, the duties of the Audio-Visual Specialist include, but are not limited to, independently performing the design, production, and visual-aid materials for the communication purposes of the 22nd District Agricultural Association (District)'s Fair, interim events, and other sponsored events; creating and preparing the most difficult audio-visual materials; and maintaining complex audio-visual equipment.

Essential Job Functions

Employees must be able to perform the following functions with or without reasonable accommodation. Consideration of reasonable accommodation for qualified individuals with disability may be made, provided that doing so does not impose an undue hardship.

50%	<p>Production of Audio-Visual Communication</p> <ul style="list-style-type: none"> • Performs technical, professional, and creative work in the preparation and production of audio-visual materials by utilizing comprehensive knowledge of techniques used in the design, creation, and production of a variety of multimedia shows. • Interprets written materials and creates audio-visual communication materials to be distributed via the internet and other digital media. • Selects the media by which audio-visual work is to be prepared to ensure the appropriate and cost-effective use of time, equipment, and materials. • Provides creativity in converting narrative material to visual form in a wide variety of media and direct production. • Advises, consults, and creates ideas for department heads and others on design, layout, and use of audio-visual media for exhibits, reports, lectures, public addresses, conferences, videos, and training programs based on the most effective method of presentation. • Plans and prepares materials for slide presentations, digital videos, multimedia presentations, exhibits, and displays (e.g. recording, sequencing, editing, and repairing) utilizing word processing programs, computerized graphics and character generators, production music libraries, etc. • Conducts research to obtain and/or provides information, recommendations, etc. for purchasing audio-visual materials and equipment, preparing scripts, creating graphics, etc. and utilizes new techniques to solve new problems.
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	<ul style="list-style-type: none"> • Demonstrates the ability to efficiently and accurately wire, plug, patch, and program audio-visual equipment and lighting for various production events. • Devises solutions to complex audio-visual communication problems by analyzing situations accurately and takes effective actions. • Performs show operations tasks during required performances efficiently and accurately as well as within the allotted time frame. • Operates video cameras to record District programs and events by performing video and audio tape duplication, including media labeling and documentation. • Provides aerial videography and photography media to Events and Marketing Departments. • Edits various media presentations to assemble various production elements into a cohesive completed audio-visual program by using linear and non-linear computerized editing programs, production switchers, graphic generators, special effect generators, production music libraries, etc. • Research Federal Communications Commission broadcast restrictions on wireless video transmissions standards. • Assists in producing and conducting training programs by providing consultations and advise on audio-visual methods. • Works effectively with others in difficult situations requiring initiative, tact, and good judgement in order to resolve issues. • Attends trainings and seminars about new audio-video techniques and equipment and applies new knowledge to enhance production materials.
20%	<p>Operation and Maintenance of Audio-Visual Equipment and LED Displays</p> <ul style="list-style-type: none"> • Installs, maintains, adapts, repairs, and replaces a variety of electronic and audio-visual equipment (e.g. video and audio recording equipment, television receivers and monitors, television cameras, control equipment, audio and video editing equipment, still cameras, lighting equipment, visual projection systems, multimedia programmers, dissolve control units, public address systems, video-audio routing switchers, microphones, LED displays, compressors, crossovers, graphic equalizers, audio mixers, amplifiers, digital effects processors, wireless systems, video switching systems) involving a strong knowledge of electrical circuitry and electronic theory. • Maintains, tests, repairs, and updates drone equipment and attains proper drone documentation and Federal Aviation Administration registrations. • Operates complex audio-visual systems integrated with video conferencing, projection, audio, video recording, playback, and remote-control devices. • Manages audio-visual equipment including drone operations and ensures equipment is fully operational and continually inspects equipment. • Inspects and diagnoses complex audio-visual system problems, cause of errors, or other problems or defects and determines necessary repairs. • Conducts tests and troubleshoots audio-visual equipment to determine efficiency by using electronic test equipment such as oscilloscopes, frequency counters, video analyzers, volt meters, and other testing apparatus. • Designs layouts of audio-visual equipment and ensures equipment is installed to designated layout. • Modifies, constructs, or fabricates audio-visual equipment. • Performs upgrades and implements audio-visual systems.

	<ul style="list-style-type: none"> • Tracks and reports major equipment problems and ensures that repairs are made, and makes emergency repairs to equipment when necessary and possible. • Requisitions and maintains inventory records of audio-visual equipment supplies, repairs, and work records. • Organizes and maintains compliance, license, and warranty information related to audio-visual equipment. • Repairs and cleans audio-visual equipment when necessary. • Trains new drone pilots, camera operators, and video equipment technicians as well as educate non-technical users in order to ensure proper use of equipment, including training production staff on LED display troubleshooting techniques. • Provides consultations on drone equipment purchases, audio-visual equipment purchases, and LED display purchases. • Advises and recommends selection and purchase of audio-visual equipment and materials. • Works with the Del Mar Thoroughbred Club and other service contractors for LED displays. • Follows and adheres to departmental policies and reports unsafe working conditions to management. • Enhances skill sets on support and operation of audio-visual equipment and emerging technology.
15%	<p>Stage Operations</p> <ul style="list-style-type: none"> • Leads stage managers, audio engineers, lightning technicians, and support staff who operate the stages during the Fair and other events and assists with higher level issues. • Assists performers with unloading and setting up of sound, lighting, and audio-video equipment as needed in an efficient and professional manner.
10%	<p>"The Sound" Liaison/House Manager</p> <ul style="list-style-type: none"> • Ensures venue partners are working in the venue safely. • Reports any damage that might have occurred during concerts. • Reports any public safety issues during concerts to Public Safety/Security. • Completes an end-of-night report to all departments. • Acts as Fairgrounds liaison between to the concert promoter/venue operator • Disseminates any concert information that was not conveyed during the "advance" process. • Reports on any safety issue that might have occurred during the events. • Ensures that the building fire alarm is functioning and operational.

Marginal Job Functions

5%	<ul style="list-style-type: none"> • Administrative tasks including developing scopes of work for A/V-related RFP's • Data entry • Maintenance and cleaning • Assisting colleagues and providing backup support when needed • Participate in meetings and committees • Training and development
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Typical Working Conditions

Essential job functions require considerable physical strength, agility, and mobility to perform heavy, sustained physical work. Work activities involve occasional periods of sitting, standing, balancing, crawling, kneeling, reaching, squatting, stooping, and bending and twisting of waist and neck. Work involves frequent walking, including walking on uneven ground. Work activities also include frequent lifting, carrying, pushing, and pulling average-weight cleaning and maintenance equipment, tools, materials, supplies, and furniture up to 50 pounds; occasional ascending and descending stairs and ladders; and occasional power grasping and repetitive hand movement, fine finger dexterity, and coordination to operate various equipment. Work activities require ability to operate light vehicles including riding power equipment, to verbally communicate and hear to exchange information, to see to perform assigned tasks, and to read, write, and speak English at a level required for successful job performance. Work is performed both indoors and outdoors under adverse weather conditions and necessitates willingness to conform to the District's uniform requirements. Work involves occasional exposure to the elements consisting of dust, dirt, fumes, chemicals, and unpleasant odors. Work environment involves some exposure to hazards or physical risk that require following basic safety precautions.

Attendance, Conduct, and Performance Expectations

This position requires the incumbent to maintain acceptable, consistent, and regular attendance at the job site at such level as is determined at the District's sole discretion; work cooperatively with the team members and others and meet performance expectations to enable the District to provide the highest level of service possible; communicate effectively (orally and in writing if both appropriate) in dealing with the public, employees, and others; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to District policies and procedures regarding attendance, leave, and conduct. Must be regularly available and willing to work the hours determined necessary or desirable to meet its business needs.

Duties of this position are subject to change and may be revised as needed or required.