



## Job Description | Duty Statement

22<sup>nd</sup> District Agricultural Association

<b>Classification Title / Code:</b> Audio Visual Equipment Technician(6970)	
<b>Working Title:</b> Audio Visual Equipment Technician	
<b>Department:</b> Production and Entertainment	<b>Reports To:</b> Events Services Supervisor
<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Time Base:</b> <input checked="" type="checkbox"/> Full Time
<b>Location:</b> <input checked="" type="checkbox"/> On Site <input type="checkbox"/> Hybrid <input type="checkbox"/> Remote	

### Position Description

Under the general direction of **the Event Services Supervisor**, the duties of the **Audio-Visual Equipment Technician** include, but are not limited to, installing, repairing, maintaining, adapting, and operating audio-visual equipment, lighting and staging, training aids; and performing other related duties

### Essential Job Functions

Employee 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.

25%	<b>Audio-Visual Equipment Maintenance and Documentation</b> <ul style="list-style-type: none"> <li>Perform routine maintenance and troubleshooting to ensure the equipment is in good working order.</li> <li>Maintain records of inventory, maintenance and other key details related to the equipment.</li> <li>Maintains and repairs existing LED signage boards</li> <li>Maintains all AV equipment at the Sound</li> <li>Gives technical advice to audio visual equipment and purchases</li> <li>Clean audio visual equipment and stores properly</li> </ul>
25%	<b>Set-up and Installation of Equipment</b> <ul style="list-style-type: none"> <li>Transports, set-up, and connect AV Equipment like microphones, speakers, projector and video monitors.</li> <li>Assist DMTC with Fall and Summer Race Meets</li> </ul>
30%	<b>Operation of Equipment</b> <ul style="list-style-type: none"> <li>Operate sound and video equipment during live events to ensure high-quality output. For District Board meetings, monthly all staff meeting, OTB simulcasting equipment</li> <li>Equipment such as microphones, mixers, speakers, projectors and screens, cables and connectors, control systems, lighting equipment and computers and software</li> </ul>
15%	<b>Collaboration and Technical Support</b> <ul style="list-style-type: none"> <li>Work with clients and performers to determine AV needs and ensure equipment meets their requirements.</li> <li>Provide technical assistance during events and for users of AV equipment</li> </ul>

## Marginal Job Functions

5%	<b>Stage and Sound Operations</b> <ul style="list-style-type: none"><li>• Oversees stage managers, audio engineers, lightning technicians, and support staff who operate the stages during the fair and other events.</li><li>• Act as “house manager” during concert nights at the “Sound”</li><li>• Assist Facilities on maintenance projects at the “Sound”</li></ul>
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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.**