



## **JOB DESCRIPTION**

Salary Grade: 5 CUPE 1328
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### **Job Title:**

**A.V. Technician – Photography**

### **PRIMARY FUNCTION**

The primary function of this job is to provide photographic and other audio visual technical support services to TCDSB personnel and students.

### **MAIN RESPONSIBILITIES**

1. Provides technical support in response to requests for photographic services by:
  - receiving assignments from schools, field centres and other locations (such as outdoor education, community liaison, public relations departments, etc.) to photograph special events and functions
  - arranging transportation of equipment to and from each specific site
  - ensuring that all equipment required for the particular event is in working order
  - utilizing cameras, and related equipment (such as flash unit, tripod, light metre, lights, etc.) to take photographs
  - sending colour film to outside agency for developing
  - utilizing darkroom facilities to process black and white film and develop prints, enlargements, etc.
  - forwarding prints as requested.
2. Provides multi-image slide productions for presentation at schools, other Board locations and includes visiting sites (such as Minkler Auditorium, Museum, etc.) by performing tasks such as:
  - receiving requests from departments (such as Visual Arts, Music, Secondary Schools, etc.) to prepare multi-image slide presentations



- utilizing special software package to program computer for lighting effects, music, etc. as required
  - revising a previous production by changing to the music, adding or deleting slides, etc.
  - checking that all equipment (such as the 6 to 9 slide projectors, cable, speakers and stands, amplifiers, wireless microphones, carts, etc.) is in good working order
  - utilizing personal van or contacting approved vendor for rental truck to transport equipment to location
3. Provides and sets-up sound video equipment as requested for events (such as Professional Activity Days, school openings, etc.) at schools and other locations by performing tasks such as:
- ensuring that all equipment required (such as video projectors, screens, amplifiers, speakers, cables, lighting, etc.) is in working order and properly located and connected on the site
  - arranging for transportation of equipment by contacting truck rental agency when required (especially for out-of-town assignments such as to Horseshoe Valley for outdoor Education, or Brampton Courthouse for Social Studies Department)
  - setting up equipment for presentation, dismantling and returning to CEC
  - returning truck to rental agency
4. Performs technical duties in response to requests for audio visual services by:
- assisting in copying video tapes when required
  - utilizing a.v. equipment to duplicate slides, or prepare a 'print' from a 'slide' and vice versa
  - providing video taping services for special events when requested
  - demonstrating and/or instructing in the operation of a.v. equipment (e.g. cameras, projectors) to TCDSB personnel and students as required
  - provides framing services to other departments for pictures, award certificates, etc. by utilizing frames, mat cutter, mat boards, etc.
5. Performs clerical duties by:
- purchasing films, slides, camera parts, framing equipment and arranging truck rental as required
  - contacting vendor by telephone when required
  - preparing purchase requisition for supervisor's signature
  - maintaining computer records of all photographic equipment (e.g. inventory, equipment being repaired and/or on loan to teachers or other Board personnel)



6. Assists in assessing needs and evaluating potential purchase of various audio visual equipment by:
  - visiting Trade Shows, and utilizing magazines, brochures and pamphlets to keep current with new technology
  - maintaining a reference file of brochures on new equipment offered by industry
  - meeting annually with other Audio Visual Technicians (from C.E.C. and Field Centres) to test samples of new equipment, discussing features (pros and cons)
  - making recommendations to supervisor
7. Performs other duties as assigned or required.

**SKILL**

- 2-year College Diploma in Communication Technology, or equivalent
- 1 – 2 years related experience. Knowledge of a variety of computer programs.

**EFFORT**

- Complexity of the job is in meeting the volume and variety of requests for photographic and other a.v. assignments; planning time and equipment scheduling; creativity and originality required in utilizing audiovisual equipment and techniques for a specific task. (e.g. multi-image slide production, synchronizing music to slides)
- Manual dexterity required for the operation of computer, cameras, multi-image slide projectors, and other audio visual equipment.
- Visual effort and concentration required when using computer, photographic and slide equipment and when performing darkroom tasks.
- Physical exertion required to lift, move, carry equipment when visiting schools and other locations (lifting over 50 lbs.) (65% to 90%).

**RESPONSIBILITY**

- Independence of action in deciding what to photograph. Accountable for ensuring timely preparation and transportation of all requested equipment and ensuring Copyright law compliance
- Improper set-up of equipment could affect the success of an event. Computer program could 'crash' when programming (e.g. multi-image slide projection) and delay schedule causing a missed deadline
- Contacts include department staff and other TCDSB personnel in performance of duties.



**WORKING CONDITIONS**

- Work space is a room containing a wide variety of audio visual equipment (such as cameras, tripods, lighting, projectors, amplifiers, slide duplicator, computer, etc.) with desk, chair and telephone; darkroom facilities are integrated into work area.
- Risk of back injury when lifting equipment.
- Pressure and stress from last minute requests for set-ups and changes to equipment set-ups already in place. Immediate deadlines.
- Overtime required periodically – frequently with short notice – may be lengthy on occasion.