



## **JOB DESCRIPTION**

Salary Grade: 6 CUPE 1328
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**Job Title:**  
**A.V. Technician – Video**

### **PRIMARY FUNCTION**

The primary purpose of this job is to provide event and media production services including the creation of video and digital media for web, for all levels of the Board. To provide video/digital media products duplication services, maintain video/digital media library collections and cataloguing new acquisitions.

### **MAIN RESPONSIBILITIES:**

1. Perform related tasks in pre-production, post-production of audio and video for the Board initiatives and school events, by:
  - attending production/planning meetings and scheduling the actual “shoots”
  - ensuring that equipment required for the particular event is properly located and connected (such as lighting, microphone cables, cameras, tripod, etc.)
  - utilizing personal car to transport equipment to location of event
  - ensuring safety precautions are taken (e.g. taping down wiring, and cables)
  - videotaping the actual event and utilizing appropriate software to edit, author, encode the video along with the photos taken
  - posting the video and digital media to the websites
2. Provides CD's/DVD's duplicating services for all schools and departments by performing the following tasks
  - receiving master CD's/DVD's from schools/department
  - duplicating the required amount and verified the CD's/DVD's are have been copied correctly

- utilizing appropriate software to label the CD's/DVD's according to specifications
  - packaging and shipping them to the schools/department
3. Perform clerical duties relating to video/digital media library by:
- maintaining audio visual supplies
  - performing purchasing processes
  - maintaining accurate records and updating as required
  - tracking of funds and transfers
  - ensuring the Board does not breach the rights of the copyright agreement by monitoring the expiry dates of the licensing agreements, notifying all locations if program has expired under copyright legislation to ensure material is pulled from circulation
4. Maintains an adequate supply of replacement parts and/or new equipment, and assists in evaluating various audio visual equipment by:
- visiting suppliers, Trade Shows, etc. to preview the latest in technology and potential new acquisitions
  - searching for best price and quality in equipment selected for further study
  - making recommendations to supervisor as requested after determining needs of designated area
6. Performs other duties as assigned or required.

### **SKILL**

- 3-year Community College Diploma in Event/Media Production (multi-media production, electronic media illustration, etc), or equivalent
- 1 – 2 years related experience

### **EFFORT**

- The complexity of the job is in the variety of tasks; meeting the volume and variety of requests; planning time and equipment scheduling and maintenance; planning and utilizing space most efficiently. Resolving technical problems daily (such as trouble shooting problems with faulty equipment e.g. change broken wiring/check connections when on shoot; checking lighting connections when on shoot, etc.). Creativity and originality is required when utilizing audio visual equipment or when providing advice and assistance in areas such as photography and filming. Creativity is required to offer practical solutions in meeting the needs and results expected by the clients.
- Physical exertion (lifting, bending) is required when moving heavy equipment weighing up to 50 lbs. Visual and manual dexterity required when keyboarding and using cameras, editing tools, etc. editing a video,

- Visual and audio demands required when editing material.

## **RESPONSIBILITY**

- Accountability is in the ability to function without close supervision in fulfilling requests
- Independence of action in determining what to videotape/photograph when filming or photographing events.
- Breach of copyright legislation could result in a lawsuit.
- Videotaping children without release form could cause serious legal problems for the Board
- Improper set-up of equipment could affect the success of an event.
- Contacts with teachers and Board staff daily to determine needs and provide assistance as required, exchange of information; occasional meetings with other Audio Visual technicians and TCDSB Personnel to exchange information. Contacts with external organizations (e.g. TVO, OECTA, salespersons) and parents when required to exchange information.

## **WORKING CONDITIONS**

- Workspace is a room containing banks of TV monitors and VCR's on two walls; also contains other various audio visual equipment and a desk, chair, telephone, with computer and printer.
- Glare from TV monitors when duplicating video, from computer when editing. Risk of back injury when lifting equipment. Car travel in inclement weather when performing video production duties.
- Pressure and stress from: Transporting and setting-up equipment within deadlines and changing requirements (e.g. changing location of guest speaker at last minute); Backlog of orders with pressure to serve schools as well as provide videotaping service.