

**Job Title:** Audio Visual Crew- Production Room Staff  
**Reports to:** A/V Coordinator  
**Dept./School:** Media  
**Wage/Hour Status:** Seasonal  
**Pay Grade:** Refer to Compensation Plan

**Primary Purpose:**

To work collaboratively with the audio-visual production staff and create high quality live production broadcasts to the satisfaction of all stakeholders.

**Qualifications:** High School Diploma preferred

**Experience:**

Previous experience with video preferred.

**Major Responsibilities and Duties:**

1. Knowledge of broadcast concepts and terminology.
2. Experience with production switcher, graphics, replay and audio consoles.
3. Responsible for directing multi-camera live and pre-taped events.
4. Make "on the fly" changes, switching shots, camera angles, graphics and more.
5. Choose optimal equipment and angles, produce any pre-recorded sections, capture wide angle shots of field /scene and capture close shots of players or game action.
6. Work collaboratively with the production team to execute visual and audio elements in a professional and creative manner.
7. Knowledge of sporting events, particularly football.
8. Ability to work flexible schedule, including nights weekends and holidays.
9. Attend pre-production meetings before events.
10. Preparation and set up of media equipment and ensure proper functionality.
11. Monitor equipment and resolve issues.
12. Other duties as assigned.

**Working Conditions**

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Radio Communications, Camera and Audio Equipment including Tripods

**Posture:** Prolonged standing

**Motion:** Strenuous walking, climbing, reaching, pushing, kneeling, repeated bending or stooping

**Lifting:** Heavy lifting and/or carrying up to 50 lbs.

**Environment:** Work outside (prolonged exposure to extreme temperatures, sunlight, and humidity) and inside; constant exposure to noise. May encounter dust or pollen. Work around slippery and uneven surfaces.

**Mental Demands:** Maintain emotional control under pressure; work with frequent interruption; may work alone, work with others.

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by: \_\_\_\_\_

Date: \_\_\_\_\_