Solano County Office of Education

Leadership • Collaboration • Support

JOB TITLE: Audio-Visual Production & Event Technician

CSEA Salary Schedule, Range 32

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the direction of the assigned supervisor, the Audio-Visual Production & Event Technician provides professional technical production support for meetings, events, conferences, community engagement activities, and multimedia productions across the Solano County Office of Education (SCOE). Serves as the lead technical specialist for audiovisual production systems, including livestreaming, hybrid meetings, board meetings, presentation technologies, sound reinforcement, recording, presentations, lighting, and video switching. Works collaboratively with the divisions of Information Services and Technology (IST) and Communications & Community Engagement to ensure compatibility with audiovisual systems and technology infrastructure, coordinate backup coverage, ease of use, and high-quality technical production for diverse audiences.

JOB REQUIREMENTS AND QUALIFICATIONS

- Possession of a high school diploma or equivalent.
- Three years of progressively responsible experience supporting professional audio-visual production, livestreaming, conference technologies, or multimedia systems.
- A combination of education and training equivalent to three years' experience that could provide the required knowledge and abilities to perform the duties and responsibilities will be considered.
- Possession of a valid California driver's license.

Knowledge of:

- Accessibility practices related to audiovisual production, including closed captioning and presentation accessibility.
- Principles and operation of network and computer software, hardware, and related peripheral equipment.
- Basic principles of electrical circuitry and currents.
- Methods and procedures of record keeping.
- Usage and troubleshooting software tools for audio/video systems.
- Safe work practices; occupational hazards and standard safety procedures.

Skills and Abilities:

- Work evenings, weekends, and flexible schedules in support of meetings and special events.
- Travel to various work sites in and out of Solano County.
- Read and interpret technical manuals.
- Train users in the operation of audio/video equipment.
- Maintain accurate records and logs.
- Develop and present classroom and individual training on the operation of audio/video equipment.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Ability to prepare clear and concise written communications and make oral presentations.
- Research technical manuals and guides to respond to questions and troubleshoot audiovisual problems.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with those encountered during the course of work.
- Physically lift audiovisual equipment.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty, staff, and community.

This work consists of varied and responsible professional duties at a journeyperson level of job performance.

Essential Duties

- Leads the technical production of Board of Education meetings, including audio systems, presentation technology, cameras, video switching, livestreaming, recording, virtual participation, displays, and closed captioning.
- Operates and supports hybrid meetings, virtual meetings, and livestream productions using professional audiovisual and videoconferencing technologies.
- Provides technical production support for conferences, professional development events, community engagement meetings, ceremonies, executive presentations, press conferences, and other organizational events.

- Operates professional audio systems including digital mixing consoles, microphones, amplifiers, speakers, recording equipment, and sound reinforcement systems.

- Operates video production equipment including cameras, switchers, recording systems, streaming platforms, projection systems, monitors, confidence displays, and presentation technologies.

- Configures and operates lighting systems to support meetings, presentations, recordings, livestreams, and special events.

- Coordinates technical rehearsals and develops technical run-of-show plans for meetings and productions.
- Provides presentation support by assisting presenters with audiovisual equipment, slide presentations, microphones, confidence monitors, and multimedia playback.

- Collaborates with Information Services and Technology staff to support conference room technology, Zoom platforms, integrated audiovisual systems, and emerging meeting technologies.

- Performs equipment setup, configuration, testing, operation, teardown, transportation, and storage for meetings and events.

- Performs preventative maintenance, cleaning, testing, troubleshooting, and minor repairs on audiovisual equipment and coordinates vendor repairs as appropriate.

- Maintains inventory of audiovisual equipment, accessories, replacement parts, and production supplies.

- Assists in evaluating, recommending, and implementing new audiovisual equipment and production technologies.

- Maintains equipment maintenance records, inventory records, equipment checkout records, and related documentation.

- Supports content capture, (i.e. photography, video, drone, audio content) of organizational communications, educational programming, training materials, and special projects.

- Assists in preparing and posting graphics, social media content, videos presentation materials, and other digital media.

- Provides technical and logistical support for community engagement activities, educational events, conferences, trainings, and multimedia productions.

- Develops simple operating procedures and provides training to staff regarding presentation technology, conference room systems, and audiovisual equipment.

- Maintains current knowledge of emerging audiovisual production technologies, livestream platforms, accessibility requirements, and industry best practices.

- Participates in meetings, workshops, conferences, and professional learning opportunities for the purpose of maintaining technical expertise and supporting organizational objectives.

- Supports students in gaining audiovisual production experience to support career exploration.

MARGINAL DUTIES

- Performs related duties as assigned.

SUPERVISION RECEIVED

Employees in this category receive general supervision within a framework of overall objectives.

SUPERVISION EXERCISED

None.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (35%)	Walking (30%)	Sitting (35%)

Body Movement (Frequency):

None (0)	Limited (1)	Occasional (2)	Frequent (3)	Very Frequent (4)
Lifting – lbs. (0-50)		Lifting (3)	Bending (3)	
Pushing and/or Pulling Loads (3)		Reaching Overhead (2)	Kneeling or Squatting (3)	
Climbing Stairs (3)		Climbing Ladders (2)		