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# Example of Audio Visual Tech Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of audio visual tech. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for audio visual tech

* Responsible for providing support on A/V equipment, including projectors, sound systems, PA systems, conferencing systems and computers
* Configures, operates and maintains AV Equipment in the check-out office and installed in locations across the University
* Works with basic infrastructure products
* Researches trouble issues with guidance from others
* Documents problem status and resolution in tracking log
* Alerts team members about recurring problems
* Provide on-the-spot and scheduled training to clients
* Participates in integration testing
* Documents solutions to common problems and responses to frequently asked questions (FAQs)
* Builds relationships with individual clients, including faculty, staff, students and VIPs

## Qualifications for audio visual tech

* A minimum of 2 years related experience in this field
* Experience with streaming technologies and video editing a plus
* Preferred Bachelor’s degree and a minimum of 1 years’ experience in a large scale academic or administrative computing environment
* Ability to work independently on project teams, excellent interpersonal skills and strong customer service orientation for a wide variety of customers and colleagues, strong written and verbal communication skills, self-motivated and well-organized, ability to present technical materials clearly, ability to multi-task and work effectively within tight turnaround schedules, able to manage multiples projects/deadlines concurrently and to work effectively under pressure
* Early shift, Occasional weekend and evening shifts
* Must be able to work a flexible work schedule, including early mornings, evenings and weekends and holidays