



Example of Audio Technician Job Description

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Our company is growing rapidly and is looking to fill the role of audio technician. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for audio technician

- Post information and classroom updated on AV website when necessary
- Track jobs on workflow database to ensure proper hand-off and documentation of
- Respond to and update status of requests in the divisional request ticket tracking management system
- Advise on the maintenance and development of department audiovisual policies
- Research new audiovisual equipment in preparation of budget proposals
- Assist with general room support by cleaning, checking and troubleshooting equipment on a regular basis
- Provide faculty training as required
- Develop familiarity with specific sites and handle training documentation, room equipment labeling and inventory including spare parts, lamps
- Identify inventory equipment movement within the IT Division
- Maintain checklist for all dedicated and loaned equipment

Qualifications for audio technician

- Auditory and visual acuity as required in analyzing audio-visual signals
- Ability to understand signal flow and operation of complex audio/visual technology such Audio Reinforcement, lighting, projection, video conferencing, teleconferencing, and web streaming systems
- Knowledge in Windows, Mac OS, and Linux operating systems

Avid, Protools, Qlab Playback Pro, and or other related software

- Ability to work under short deadlines and demanding environments while maintaining strong attention to detail
- Strong positive public presence