

TRAINING TECHNICIAN (AUDIO-VISUAL)

GENERAL STATEMENT OF DUTIES: Plans and coordinate photographic and audio-visual needs for special training courses; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision an incumbent in this position is responsible for meeting the technical, photographic and audio-visual needs of training programs and for creatively integrating these components into the overall training package. In addition, this position serves as a member of the training staff and may conduct teaching assignments as required. Supervision is not normally a responsibility of this position although staff supervision may be exercised in matter related to the positions areas of expertise.

EXAMPLES OF WORK: (Illustrative Only)

Develops, prints, enlarges and processes film, papers, and materials in black and white and color;

Operates sound recording equipment including reel to reel, cassettes tape, cueing turntables, mixers, pulse recorders, synchronizers and high speed duplicators;

Splices, dubs and mixes multiple voice, music, sound effects and correlates the completed master tape with film;

Prepares and photographs camera ready art work, models, and indoor scenes;

Prepares slides, duplicates, inter-negatives enlargements, reductions, copies, color shifts from base negative, positive or originals;

Prepares curricular, course notes, and graphics for training modules;

Instructs others in photographic techniques, and provides technical assistance to those who prepare graphics as well as descriptive course materials;

Assists in the preparation of student course materials, diagrams, course note, graphics, charts and workshop materials;

Maintains an inventory of audio-visual equipment, performs preventive maintenance and minor repairs.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of commercial photographic techniques; good knowledge of the operation and maintenance of audio-visual equipment, skill in working with 8, 16 and 35 millimeter, as well as 2 x 2 and 5 x 7 formats, and black and white video and color deck video; ability to use and select appropriate color gels, screens, filters and a broad range of photographic techniques to produce special effects, color sequences and renditions; ability to select the appropriate media to enhance the training program; ability to prepare and deliver training programs, ability to communicate effectively both orally and in writing; ability to work well with others; poise; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a standard high school course and either (a) Five years commercial photographic experience which must have involved audio-visual techniques and which should have included one year in a training capacity or; (b) study in an approved photography curriculum may be substituted or a year for year basis for up to two years of experience as specified in (a) above or; (c) a satisfactory equivalent combination of the foregoing training and experience.