

The University of Texas at San Antonio

Job Description

Job Title: Event Multimedia Specialist
Code: 18541
Salary Grade: 57
FLSA Status: Exempt
Department/Division: University Center/Student Affairs
Reports To: Supervisor of UC Multimedia Services

Summary

- Function: To provide skilled technical assistance and supervision in the operation, installation, maintenance, and repair of audio and visual equipment in a fluid event driven environment with demanding clients
- Scope: Responsible for the preparation, operation, and maintenance of multimedia technology equipment, systems and presentations.

Duties

- Typical:
 1. Installs, operates, adjusts and maintains audio-visual equipment including projectors, monitors, public address systems, computers, cameras, recorders, and other equipment in large and small event venues.
 2. Coordinates, plans and provides multimedia set-up and support for special events and project including high profile and complex events
 3. Monitors and directs use and operation of equipment used in events with intricate multimedia technology requirements
 4. Performs repairs and documents maintenance on equipment and systems.
 5. Trains students, staff and other in routine operation and proper use of multimedia equipment and technology
 6. Prepares and updates AV equipment operations, Trouble-Shooting and PM manuals
 7. Monitors technology, research updates, and ensures proper security of multimedia technology resource and sensitive information
 8. Assists in hiring, training, and supervision of students staff assigned to events and project
 9. Collaborates with Business Manager on budget creation and equipment procurements to include advancing computer-bases technology and facility

improvements 10. Performs other duties as assigned
<ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. Provides advice to event clients on proper usage of multimedia equipment 2. Addresses technology problems, concerns, and updates. 3.
<ul style="list-style-type: none"> •

Education

Required	Preferred
High school graduation or GED. Additional courses in audio and video equipment repair and maintenance.	Associates degree or completion of a technical training program in audio and video equipment repair.

Other Requirements

Required	Preferred
Criminal Background Check (CBC)	N/A

Experience

Required	Preferred
Three years of experience in the operation and maintenance of audio and video equipment.	Similar experience in an educational environment.

Equipment

Required	Possible
Standard tools and equipment related to the audio-visual field. Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Large and small events venue environments. Some exposure to hazards associated with electrical equipment.	Movement may be restricted by workspace. Occasional work in areas of poor ventilation. Occasional work at high heights.

Work is often performed with inadequate lighting	
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Supervision

Received	Given
Assignments received in the form of oral or written work orders. General supervision and evaluation from designated supervisor.	Detailed instruction to assistants and/or helpers.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
