

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: AUDIOVISUAL/VIDEO CONFERENCING OPERATOR**

**Reports To:** Designated Supervisor

**UW Job Code:** 3826

**UW Job Family:** 51 - Technicians

**SOC Code:** 27-4011

**FLSA:** Non-exempt

**Pay Grade:** 19

**Date:** 4-1-95 (revised 11-1-99; 8-1-01; 7-1-02; 3-11-03; 7-1-04; 9-26-11)

### **JOB PURPOSE:**

Assist in the operational and production requirements of studio and remote videotaping facilities for television and/or video productions and operate equipment such as cameras, microphones, audio boards, and switchers. Perform as head bridge operator, endpoint operator, and facilitator with presenters. Provide support for the operation of video conferencing equipment. Perform duties at a University and statewide level.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist with planning, producing, directing and editing television programs and/or video conferencing productions for various clients within the University, government and business.
- Perform as head bridge operator, endpoint operator, and facilitator with presenters.
- Perform basic computer programming duties related to department software.
- Assist with the coordination of multiple video conferencing networks.
- Provide video and photograph production by operating a variety of film, sound-reproducing equipment, slide, and video equipment. Operate television and/or video production equipment.
- Perform video conferencing tapings for Outreach Credit Programs; provide or arrange for appropriate personnel for video conferencing taping operations and distribution.
- Perform liaison duties with electronic media organizations such as network television entities, broadcast stations, production companies and University production units performing contract work at the University.
- Communicate inventory and equipment needs along with maintenance and repair needs for all related equipment.
- Advise speakers and presenters on alternative media.
- Train operators in the operations of complex classroom recording facilities.

## **SUPPLEMENTAL FUNCTIONS:**

- Assist Manager in the development of new programming, production contracts, and other assignments as needed.
- This position may require on-call duties when necessary.

## **COMPETENCIES:**

- Attention to Detail
- Technical/Professional Knowledge
- Quantity of Work
- Developing Organizational Talent
- Adaptability
- Service Orientation

## **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree in Television Production/Broadcasting or technology-related field**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements: **None**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Television/video production methods, practices and procedures.
- Video conference technology, systems, networks, and operations at advanced level including various video conferencing codes.
- Computer programs and software in use within department and area.
- Video teleconference usage and bridging functions.
- Video conferencing equipment and interaction with network systems at advanced level.
- Federal Communications Commission regulations.
- Multi and single-camera production techniques and operation.
- Supervision concepts, methods and practices.
- University, state, and federal rules and regulations applicable to area.
- Public relations.
- Video teleconferencing systems.

Skills and Abilities to:

- Assist with planning, writing, producing, directing and editing television productions.
- Operate and/or set up remote and studio cameras, microphones, lighting equipment, audio board, and switcher.
- Serve as a crewmember for productions.
- Operate video teleconferencing equipment.

- Basic computer programming languages in use in the area.
- Supervise and train staff, as assigned.
- Determine maintenance and repair, inventory and equipment needs.
- Move 100 pounds regularly.
- Work as a team member and foster a cooperative work environment.
- Supervision and training skills.

**WORKING CONDITIONS:**

Studio and site locations; frequent evening and weekend production is required; occasional exposure to outdoor conditions.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.