



جامعة الأمير محمد بن فهد الأهلية

PRINCE MOHAMMAD BIN FAHD UNIVERSITY

Audio Visual Systems Technician

Job Description

A - Position Purpose:

Purpose / Objectives: This position provides systems and applications support and engineering for the New auditorium

Expected Employee Accomplishments: It is expected that the Audio visual communication and equipments are properly maintained at all times. Does maintenance and preventive check up and to submit recommendation/report for that purpose.

B - Duties and Responsibilities:

- Install, maintain and repair (minor) a variety of AV communications systems and equipment including video conferencing devices (one-to-many) & control unit, multicast devices,
- Organizes the scheduling of audio-visual requests and distribution of equipment;
- Provides for the distribution and installation of educational technology AV equipment integrated to Smart-Class Podium/Lectern
- Performs routine maintenance on audio-visual and video production equipment;
- Prepares purchase requests of audio-visual supplies and electronic equipment;
- Maintains a university-wide inventory of audio-visual and other AV technology equipment
- Maintains current maintenance manuals, parts lists and equipment schematics;
- Assists with preparation of departmental budgetary requests for audio-visual equipment and production supplies like CDs, Tape-Cartridges, DC Batteries, various connectors & cables etc.
- Dismount & mount permanent audiovisual equipment such as screens and monitors in University buildings (as required, occasionally)
- Demonstrates and instructs users on the proper use of audiovisual equipment;
- Maintains service and repair records/history of all AV equipment;
- Assists users of audio-video equipment for debates, presentations, seminars & discussions on local television broadcast and computer/network support
- Operates TV studio control room equipment to regulate quality of picture and/or sound

- Set up web encoders for webcasts, and ensure video and audio levels are adjusted for web and live television broadcasts.
- Sets up AV equipment for workshops, assemblies, co-curricular, extracurricular, community and classroom activities, as and when the events are announced
- Operate a control room with robotic cameras, provide camera operation, set and maintain audio levels and set up television lighting equipment and external broadcast feeds for live speeches and press conferences.
- Repairs, adjusts, calibrates and cleans AV equipment including audio/video mixers, compact disc players, filmstrip, slide, projectors, tape and video tape recorders, television receivers, VCR's, public address amplifiers
- Tests sound, projection and electronic equipment with standard testing instruments;
- Record and reproduce events in various formats and on different media
- Repairs, delivers and installs closed-circuit and off-air television receivers including related wiring into public address systems
- Repairs and maintains video tape recorders, closed-circuit television cable systems and related equipment
- Installs video and audio and network cabling as required
- Troubleshoots and provides necessary repairs to public address systems, auditorium AV systems, AV classrooms, Lecture Halls

C – Qualifications / Professional Experience:

- Good knowledge of the testing, alignment and maintenance of all AV equipment
- Good knowledge of the tools, terminology and safety precautions involved in AV equipment repair and maintenance
- Good knowledge of the operation and maintenance of sound motion picture projectors, recorders and related equipment;
- Working knowledge of basic electronics, including wiring diagrams, schematics and use of electronic test equipment;
- Ability to install, repairs, alters and maintains a variety of electronic & AV equipments
- Ability to understand and interpret complex oral instructions and/or written directions
- Ability to establish and maintain effective working relationships with others;
- Ability to communicate effectively both orally and in writing;
- Good hand and eye coordination;
- Mechanical aptitude;
- Physical conditions commensurate with the demands of the position.

Minimum Qualifications:

(A) Graduation from an accredited college or university with an Associate's degree in audio-visual communications technology, electronic or electrical technology, audio-visual equipment repair technology, or related field; and one (1) year of experience in the repair, installation and testing of electronic or audio-visual equipment; **or**

(B) Graduation from high school or possession of a high school equivalency diploma **and** three (3) years of experience in the repair, installation and testing of electronic or audio-visual equipment; **or**

(C) An equivalent combination of training and experience as outlined by the limits of (a) and (b) above.