

## AUDIOVISUAL PRODUCTION SPECIALIST TITLE SERIES DEFINITIONS

### I. DEFINITIONS

#### AUDIOVISUAL PRODUCTION SPECIALIST

This is full performance audiovisual production work. Employees possess **considerable knowledge** in the area of audiovisual production. Positions allocated to this level spend the majority of time conferring with client to determine communication objectives and target audience; advising client on method of presentation, budget, and production schedules needed to complete projects; and completing the requested project. Develop outlines or story boards for informational content and presentation elements; write or assist in the writing of scripts; locate and secure settings, props, equipment, and other production elements. Negotiate fees for equipment rental, talent, location, or other production needs. Arrange for the following tasks to be completed: videography, photography, editing, on-camera or voice-over talent, graphics, set design and construction or other services as required. May work with graphic designers and others in the development of manuals, texts, workbooks, or related materials for use in conjunction with audiovisual production. Conduct training sessions on selection, use, and design of audiovisual materials, and operation of presentation equipment. Develop a maintenance schedule for all equipment. Maintain an audiovisual library. Work is performed under general supervision.

#### AUDIOVISUAL PRODUCTION SPECIALIST-SENIOR

This is senior audiovisual production work. Employees possess **extensive knowledge** of the area of audiovisual production. In addition to the duties performed at the full performance level, employees at this level (1) specialize in a particular audiovisual medium or (2) utilize a wide variety of audiovisual production methods and mediums (i.e. slide/tape presentation, video, written publication, radio announcement, etc). Advises management on most appropriate method of communication. Conducts training sessions on the selection, use and design of audiovisual materials and equipment. Advises management on equipment purchases and system design. Work is performed independently under minimal supervision.

### II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

### III. RELATED TITLES

Graphic Designer  
Photographer