

## **AUDIOVISUAL SERVICES ASSISTANT TITLE DEFINITION**

### **I. DEFINITION**

This is responsible support work which spends the majority of time, coordinating and monitoring the operation, delivery, return, and maintenance of audiovisual equipment. Set-up, operate, and instruct clients in the proper operation of such equipment. Inform management when new equipment is needed. Maintain inventory of supplies and a library of stock photographs, slides or videotape images. Prepare billing and charge-back reports. May assist in gathering information, writing scripts, making appointments for shoots or interviews, arranging for travel and transportation, and securing locations and props. Work is performed under general supervision.

### **II. QUALIFICATIONS**

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

### **III. RELATED TITLES**

Graphic Designer  
Photographer  
Audiovisual Production Specialist