



**Area V**  
**Audio Visual (A/V) Specialist**

Short Job Description:

- ❖ Responsible for the usage and upkeep of all A/V equipment for AGS.
- ❖ Manage requests for use of A/V equipment, setup requested equipment, maintain equipment during events, and troubleshoot problems with equipment.
- ❖ Work closely with Hendrix Media Services to utilize its resources and request assistance from its employees if necessary.
- ❖ Coordinate tasks with the other A/V specialist.
- ❖ Setup A/V needs for classrooms and lectures.
- ❖ Track equipment that is checked out to faculty/staff and ensure its return in proper condition.
- ❖ Must be willing to be “on call” at certain times for A/V emergencies.
- ❖ Must be willing to work a flexible schedule to accommodate events in the evenings and on the weekends.
- ❖ Maintain regular office hours with responsibilities as assigned.
- ❖ Report to required Area V and AGS meetings.
- ❖ Assist Area V staff with other duties as assigned.
- ❖ Requires prior experience working with various A/V equipment.
- ❖ Prior experience with Hendrix Media Services is preferred.