

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: AUDIO-VISUAL SPECIALIST/VIDEOGRAPHER

PAY GRADE: C-8

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Perform photography, videography, and videoconferencing services for the college.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required. Associate in Arts or Associate in Science in related field preferred.
2. Years of experience in field: One year of experience in the handling and operation of audio-visual equipment required.
3. Special skills or abilities related to position: Knowledge and proficiency in the operation of digital cameras and audiovisual and related equipment including videoconferencing systems and video software programs. Ability to learn new equipment features and use. Ability to read and understand manuals. Ability to make limited repairs and adjustments. Ability to establish and maintain effective working relationships with other employees.

ESSENTIAL JOB FUNCTIONS:

1. Photograph or videotape college events, working in conjunction with various departments within the college and Appleton Museum.
2. Capture format portraits and candid photos of staff, students and community as needed for marketing, recruiting and promotional purposes.
3. Facilitate archiving of photographs and videos.
4. Coordinate the scheduling, set-up and operation of videoconferencing equipment college-wide.

ESSENTIAL JOB FUNCTIONS: (Continued):

5. Operate videoconferencing distribution systems including programming to proper location.
6. Videotape class room lectures, forums or campus events upon request and facilitate storage and distribution via thumb drive or other method.
7. Shoot and edit videos using digital software programs.
9. Maintain photo and video equipment by ensuring that batteries are charged, memory cards are in place, and are otherwise ready to go at any time. Ensure equipment is stored in a secure location. Facilitate repair of equipment as needed.
12. Commute between all CF campuses, centers and other off site locations as needed to perform required services.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time
- Ability to access, input, and retrieve information from a computer or other electronic device
- Routinely requires Moderate (up to 45 pounds) lifting and carrying
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting and Bending.
- Distinguishing colors.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- Electrical energy and equipment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ewers Century Center, Room 102

SUPERVISOR OF POSITION: Director of Marketing and Public Relations