

Killeen Independent School District Job Description

Job Title: Audio Video Engineer
Reports To: Chief Communications Officer
FLSA Status: Exempt

SUMMARY

Manages and coordinates KISDTV programming, TV productions, production and broadcast schedules, TV resources, installs, operates, maintains, and repairs all Audio, Video, Lighting and Broadcast systems associated with the operation of KISDTV and associated facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Purchases, installs, uses, and maintains all video production equipment of the cable TV access channel, operation of cameras, sound mixers, microphones, speakers, video tape play back and recording machines, video-audio editing systems, and video projection equipment.

Assists the Chief Communications and Marketing Officer in developing and implementing KISDTV policies and procedures along with TV program schedules and maintaining quality control.

Oversees equipment, furniture, and technology (hardware and software).

Plans and implements district audio, video, lighting and rigging standards and equipment specifications as it applies to KISDTV, KISDCC programs that interact with KISDTV and Leo Buckley.

Oversees and works in coordination with the Career Center for the use of KISDTV Studios and KISDTV radio.

Maintains and updates KISDTV programming content and graphics.

Coordinates with KISD Technology Services on district computer, server and network standards and specifications as it pertains to events, productions that interact with KISDTV and Leo Buckley to ensure AV over IP standards to include audio video streams, IP broadcast connections and web-based video on demand.

Coordinates with Technology Services on District Digital Audio and Video file format standards, acceptable use policies and procedures as it pertains to KISDTV programming and distribution.

Coordinates, shoots, edits, and produces all broadcast audio and video production for district productions at non-district facilities and in-studio settings.

Stays up to date on new technology and training for audio video lighting equipment for industry standards. Trains personnel, students or otherwise, on the proper use and care of audio video production equipment.

Maintains Apple Authorized Training for Education contract and proctors all Apple Certification tests authorized by the AATC contract with KISD.

Ensures performer and audience safety through proper technical procedures, maintenance of equipment, and knowledge of applicable rules and guidelines.

Ensures technical compliance for all non-KISD functions.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises employees and students in the KISDTV department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending for hire, and training employees; planning assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Bachelor's degree preferred; five years' experience in the use and maintenance of video/audio production and recording equipment and lighting equipment required. Experience in installing and working with the maintenance of video systems including recording, editing and video projection; lighting systems, lighting equipment and lighting procedures; theater rigging systems, rigging equipment and procedures. Certification as an Apple Authorized Train the Trainer and SBE (Society of Broadcast Engineers) Certification preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interests, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Possess current driver's license.

OTHER SKILLS AND ABILITIES

Basic knowledge of installation, operation, and maintenance of video systems, including recording, editing, and video projection; lighting systems, equipment, and procedures; theatre rigging systems, rigging equipment and procedures; audio equipment including large mixers, recording and dubbing equipment, hand tools and test instruments for electronic repairs and cable installations, personal computers, peripherals, various microphones and speakers. Working knowledge of video editing software and hardware. Working knowledge of electricity, electricity systems and circuits.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 50 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video

displays, repetitive hand motion, frequent keyboarding and use of mouse, regular walking, grasping, squeezing, wrist flexion and extension.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. May be required to be on-call 24 hours a day. The noise level in the work environment is usually quiet/moderate. Individual is expected to spend time in all school environments on at least limited bases and have some interaction with students of all ages. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; and outside weather conditions.

Tools/Equipment Used: Hand tools and test instruments for electronic repairs and cable installations, personal computers and peripherals

Posture: Prolonged sitting; regular kneeling/squatting, bending/stooping, pushing/pulling, twisting reach with hands and arms; climb or balance

Motion: Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching

Lifting: The employee must occasionally lift and/or move up to 50 pounds

Environment: Occasional prolonged and irregular hours; frequent districtwide travel; May be required to be on-call 24 hours a day. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; and outside weather conditions.

Mental Demands: Work with frequent interruptions

Revised Date: January 16, 2020

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.