

AUDIOVISUAL SUPERVISOR

NATURE OF WORK

This is technical and supervisory work in the scheduling and care of a wide variety of audiovisual equipment and materials for the Division of Educational Learning Technologies.

Work involves responsibility for the scheduling and distribution of audiovisual equipment and materials for use by classes and conference organizers and for maintaining a high standard of service by ensuring that equipment and materials are in good operating condition and are delivered according to booking arrangements. Supervision is exercised over subordinate technical personnel and a number of student assistants. Work is received in the form of written or verbal requests from faculty members, students and conference organizers and is reviewed by observation of the entire service.

ILLUSTRATIVE EXAMPLES OF WORK

Maintains, within budgetary limitations, an up-to-date pool of audiovisual equipment and materials with which to provide service to the University; plans and schedules the use of all audiovisual equipment; ensures that equipment is moved to designated areas at the appointed times.

Receives requests for equipment and materials by phone or in person; allocates equipment and materials according to priorities established in guidelines for provision of services.

Recruits and trains student assistants; schedules, assigns and supervises student assistants and technical staff in the operation and care of audiovisual equipment; evaluates employee performance.

Consults with conference organizers regarding equipment requirements; hires student operators and ensures that service is provided; supervises preparation of charges and submits billings to organizers; collects rental fees, issues receipts, and prepares deposit; maintains appropriate records.

Assists in determining rental policy, including to whom the services is available and at what cost; determines within policy guidelines when to levy overdue penalties; recommends the purchase of new or replacements equipment and materials.

Borrows and return films to National Film Board and the Department of Education; corresponds with off-campus centre for exchange of information and services.

Maintains and ensures security of inventories of audiovisual equipment and materials; prepares periodic usage reports.

Performs minor and preventive maintenance on equipment and materials and alerts technicians to need for major repair work.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable experience in the operation and maintenance of audiovisual equipment, supplemented by some experience supervising an audiovisual services; graduation from high school supplemented by completion of a diploma course in educational communications or a related field; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills.

Considerable knowledge of the operation, maintenance, and source of supply of a wide variety of audiovisual equipment.

Considerable knowledge of the techniques involved in cleaning, repairing, editing and splicing films and other photographic products.

Knowledge of the principles and procedures of modern office management.

Some knowledge of the operation of closed circuit television equipment.

Ability to plan, schedule, assign and supervise the work of subordinates.

Ability to operate and provide minor maintenance to a wide variety of audiovisual equipment.

Ability to recognize future need for equipment and materials and to plan for these contingencies.

Ability to establish and maintain effective working relationships with faculty, staff, students, equipment dealers and conference organizers.

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