13. Audio-Visual Technician (Revised 4/5/2016)

BASIC FUNCTION OF POSITION

Supports the Public Affairs Section's (PAS) outreach activities to priority audiences in western India through Audio-Visual (AV) support, photography, and videography. AV services include sound and lighting support for press conferences and other press events, support for visiting speakers, on-campus and off-campus Consulate events, and visiting performers; running digital presentations; setting up digital video conferences, film screenings, and exhibitions; preparing materials for posting to website, including sound files, streaming video files, still photographs, slide shows, and documents; preparing video and audio copies of speeches, lectures, conferences, and news conferences; and liaising with AV support staff from partner organizations and vendors as needed.

14. MAJOR DUTIES AND RESPONSIBILITIES

Maintain AV Equipment **30%**

Responsible for maintaining all PAS AV equipment. PAS AV equipment includes sound equipment, video projectors, amplifiers, tape and digital audio recorders, CD-ROM and DVD players, laptops, digital still cameras, video cameras, and duplicating equipment. Ensures fire and electrical safety standards are met with regards to use and storage of equipment. Labels equipment power cords and power sources with voltage and amperage ratings for safety and to avoid misuse. Carries out regular preventive maintenance of AV equipment according to manufacturer instructions. Keeps abreast of innovations in technology and suggests procurement specifications of new electronic equipment, software, and replacement parts. Liaises with external vendors for service, procurement, and operation of equipment. Keeps track of expendable AV supplies and tools, requesting new procurement as needed.

Operate AV Equipment **15%**

Operates PAS AV equipment in support of outreach events, including events inside and outside the Multi-Purpose Room and outdoors. Practices operating equipment prior to events to ensure technical issues can be addressed before events take place. Works with GSO, maintenance, facilities, and other PAS staff to set up, test, and run equipment. Works with program partners outside of PAS in support of their events as needed. Compiles simple user instructions and trains program, press, and administrative colleagues who are authorized to operate specific equipment. In conjunction with ISC and overseas or domestic video-conference locations, sets up and supervises Digital Video Conferences for the Public Affairs Section. Assists with set up for training sessions as needed. Records audio and video content as needed.

Photography and Videography **40%**

Serves as lead PAS photographer and videographer in support of outreach events and initiatives. Works with IRM and PAS colleagues to facilitate posting of approved material on Mumbai online properties in accordance with cybersecurity regulations. Supervises and maintains an archive of photographs and audio and video digital recordings. Prepares, as requested, electronic exhibitions for display at public events, using video editing, digital presentation software, and photo and video editing software. Previously, there was no designated videographer, and Post hasn't been active in video creation. We plan to increase our video outreach. Photography was the responsibility of the PAS Admin team. The

AV Tech did not provide photography support. Since photography and videography create online content, we have shifted them to the AV Tech, who will be part of a 3-person online/electronic unit.

Off-site Support **15%**

Assists in exhibit set-up, including transport, assembling, and dismantling of abstracts and display hardware for exhibits. Coordinates transport with Motorpool, responsible office for outreach event, and host institution to schedule walkthroughs, delivery, set up, and breakdown of equipment. Ensures equipment is presentable and in working order prior to event. Oversees storage of display materials, including maintaining an inventory.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a) Education: Two years of post-secondary study in audio-visual, mass communication, broadcasting, computer science is required.

b) Prior Work Experience: Two years progressively responsible experience in electronics, audiovisual systems, or audio-visual software application use.

c) Post Entry Training: Provided by U.S. Embassy New Delhi audio-visual technicians, online distance education, and consultations with experts as required.

d) Language Proficiency: Level IV (speak/read/write) in English. Level III (speak/read/write) in Hindi, Marathi, Gujarati, or Urdu is required.

e) Job Knowledge: Thorough knowledge of AV and electronic equipment, including digital video conferencing, audio system operation, video projectors, AV recording system operation, public address systems, monitors, power supplies, duplicating equipment, and equipment used in diagnosis, troubleshooting, and repair of video-conferencing units. Thorough knowledge of the methods and practices of installing, maintaining, and operating electronic equipment used for public outreach presentations. Basic knowledge of cable TV system operation and computer system operation. Basic knowledge of standard safety precautions and procedures when working with AV equipment, including electrical safety. Basic knowledge of videography and photography, including use of video and photograph editing software.

f) Skills and Abilities: Oral and written communication skills, including ability to read, consult and understand manuals and diagrams in English; interpret the needs of staff to meet program requirements. Strong interpersonal skills, for interaction with guests, clients, colleagues, and vendors with courtesy, tact, and persuasiveness. Proficiency in using Microsoft Office applications. Organization skills required to inventory and label audio-visual equipment and materials.

16. POSITION ELEMENT

a) Supervision Received: rater:Information Specialist (BLA-730010) (Online Media) and indirect supervision from the Information Officer.

b) Supervision Exercised: No direct supervision, but the employee provides close guidance and training for colleagues responsible for limited audio-visual program support.

c) Available Guidelines: Oral and written instructions, established office procedures and practices, Foreign Affairs Manual, Intellectual Property Protection Guidelines.

d) Exercise of Judgment: At times the incumbent exercises considerable independent judgment. He is in-charge of technical aspects of high-profile and ongoing evening programs and must prepare contingency plans to cope with power failures and other emergencies. Employee must spot and redress safety hazards related to electrical power, cables, and fire safety guidelines at public events.

e) Authority to Make Commitments: May commit petty cash for minor equipment purchases. Amount does not exceed USD 50. Liaises with external vendors for service procurement and operation of AV equipment. Keeps track of expendable AV supplies and tools, requesting new procurement as needed. Amount does not exceed USD 1,000.

f) Nature. Level and Purpose of Contacts: The job holder is required to maintain contact with the Consul General, PAO, Information Officer, Information Specialists, Program Managers, Library Director, Chiefs of USIEF, FCS, Community Liaison Office, leaders and technical persons with partner organizations or venue managers, and other American and FSN staff at Post, including Information Resource Management.

g) Time Expected to Reach Full Performance Level: One year.