

**Alberta's Health Regions and Voluntary Organizations and the Health Sciences Association of Alberta (HSAA)**

This classification specification identifies representative duties and responsibilities, and is intended to assist in the determination of the appropriate classification level within each discipline. Some duties and responsibilities may overlap between class levels. The classification specification is not intended to provide an exhaustive list of all duties performed.

Classification Title: **Audiovisual Technician I**

Date Updated: **May 20, 2008**

**Job Summary:**

The Audiovisual Technician I provides audiovisual production services including multi-media production, graphic design, and video production for educational, instructional and promotional programs.

***Key Responsibilities and Typical Duties:***

**Core Duties**

- Provides audiovisual services for the production, editing and duplication of audiovisual recordings for use with other technologies.
- Produces graphic designs using computer aided methods.
- Designs, produces and constructs display material by using computer, dry mounting press and other related equipment.
- Produces videotape programs for education or patient condition documentation.
- Designs and prepares printing masters or disk files for printed materials.
- Prepares a variety of graphic materials.
- Responsible for the care and maintenance of all audiovisual equipment.
- Organizes and maintains a database and/or other records of master files pertaining to audiovisual production.

**Leadership**

- Acts as a consultant and resource person regarding video and audiovisual production and use of related equipment.
- Evaluates equipment and recommends equipment purchases to their supervisor.

**Decision-Making**

- Proposes ideas and designs, production processes and other elements involved with project outcome through project discussions with client.
- Makes independent decisions on project requirements.

**Knowledge:**

**Education**

- Diploma in Audiovisual Communication and/or Graphic Design from a recognized post-secondary institution.

**Working Conditions:**

**Physical Demands**

- Walking and standing for extended periods of time.
- Pushes/carries a variety of audiovisual equipment and/or display materials.
- Extensive viewing of screens and monitors used in editing.
- Extensive computer use.

**Work Environment**

- Office environment.
- Works in dim/reduced lighting areas.