

## Job Profile

<b>Job Profile Name:</b>	Audio/Visual Assistant B
<b>Job Code:</b>	CADB-00003
<b>Employee Group:</b>	AMUSE Casual

### Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general administration functions. These functions are of moderate complexity and the incumbent performs them using established instructions.

### Typical Functions:

1. Greets clients and answers specific inquiries with a positive attitude. This includes detailed information regarding use of equipment.
2. Sets up props and/or A/V equipment and records events such as lectures, musical sessions and meetings.
3. Schedule audio/video equipment and rooms to record session.
4. Records and verifies event content and submits records to client as required.
5. Maintains work area.
6. The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent. For example, incumbents may be asked to perform some elements of Audio/Video Assistant level "A" tasks in addition to the above listed functions.

### Minimum Education, Certification and Experience:

- High School Diploma with one year of relevant experience in the field of work
- Knowledge of related audio/video or graphic software