

Job Profile

Job Profile Name:	Audio Visual Assistant C
Job Code:	CADC-00002
Employee Group:	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 high complexity and the incumbent performs them using general instruction.

Typical Functions:

1. Organizes individuals as well as events such as workshops and sessions.
2. Conducts training during events, workshops or sessions.
3. Provides specific audio/video support to clients. Includes setting up of lighting, cameras microphones and props.
4. Creates props, cue lists and documents.
5. Coordinates lighting, sound equipment and cameras as requested. Schedules rooms and/or equipment.
6. Demonstrates use of software.
7. Maintains work area.
8. 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" and/or "B" in addition to the above listed functions.

Minimum Education, Certification and Experience:

- High School Diploma with two years of relevant experience in the field of work
- Advanced knowledge of audio/video graphic software