Bemidji State University and Northwest Technical College invite applications for the position of:

**Audio / Video Technician**

**AFSCME JOB POSTING**

**CLASSIFICATION:** Audio Visual Technician

**OPENING DATE:** April 15, 2019

**BID CLOSING DATE:** April 23, 2019

**CLOSING DATE:** April 30, 2019

**POSITION LOCATION:** Bemidji State University

**WORK DAYS & HOURS:** Full-time Seasonal Academic Year; August 15th - May 15th

**POSITION PURPOSE:**

The Audio/Video technician position is to maintain a safe and orderly working environment; perform technical work in the operation, repair, and maintenance of audio/video software, hardware and production; and to establish appropriate use of audio/video equipment. This position will also oversee the technology needs of the student Integrated Media Center.

In addition to maintaining the student Integrated Media Center, this position will also be responsible for overseeing student teams in broadcasting Bemidji State's Division II Football, Men's and Women's Basketball, and Division I Men’s and Women’s Hockey. This included set up, production, take down, maintenance and repair.

**PRINCIPLE RESPONSIBILITIES AND RESULTS**

1. Engineering support, maintenance and management for the TV and Radio Studio, TV and Radio Broadcast, and other Student Media Center equipment/facilities:
   - Setting up based broadcast systems.
   - Maintaining of TV cameras, cables, equipment in broadcasting facilities and venues.
   - Maintaining of radio studio hardware, software and media.
   - Troubleshooting computer-based broadcast systems and installing and managing all upgrades.
   - Assist in maintaining all digital TV and radio productions.
   - Provide technical expertise for various systems and equipment in the media facilities and venues.
   - Interface with other campus departments, internal and external vendors, suppliers, contractors and offices of various levels.
   - **Priority:** Essential
   - **Percent of Time:** 30%

2. Assist and support TV and Radio Studio, TV and Radio Broadcast, and Student Media Center productions:
   - Implementation of projects, designs and technology solutions related to broadcast systems, production and multi-platform deliver.
   - Assist in the supervision of computer lab operations, equipment checkout and checkout staffing.
with in Integrated Media operations.

- Manage and supervise software, hardware, studios, suites, and equipment for television and multi-platform spaces.
- Work to maintain all on-air broadcast signals.
- Capable of operating, providing training and supporting broadcast engineering.
- Maintain, troubleshoot and resolve/repair computer hardware and software problems.
- Assist and support live productions and broadcast events, including occasional weekends, nights and holidays.

**Priority:** Essential  **Percent of Time:** 30%

3. Supervise and manage broadcast engineering development for athletics and other productions and projects approved by Integrated Media, Dean of the College of Business, Mathematics & Sciences, and Athletic Director.

- Perform broadcast production team management for Men’s and Women’s Basketball, Football, and other live events approved by the department/supervisor.
- Assist in the supervision of student staff for television, radio and multi-platform productions.

**Priority:** Essential  **Percent of Time:** 30%

4. Other duties as assigned including, but not limited to:

- Assist with training, coaching and development of staff and students in studio and appropriate media environments with the Department of Integrated Media and Student Media Areas.
- Perform timely service and proactive service of broadcast and IT based broadcast systems related to broadcast systems, production, multi-platform and curricular delivery.

**Priority:** Discretion  **Percent of Time:** 10%

**MINIMUM QUALIFICATIONS:**

- Experience and/or Bachelor's degree in television, broadcast and/or multiplatform media required, with 3 years of related professional experience;
- Demonstrated experience and understanding of television and radio broadcast standards and operations, with depth of knowledge in HD formats. Working knowledge of TV and Radio broadcast engineering.
- Familiarity with broadcast studio operations and equipment including consoles, audio routers, remote equipment, audio processing, audio streaming, automation systems and distribution.
- Demonstrated ability to work with and troubleshoot digital video formats, web-based multiplatform media tools, and general technical support for media production, broadcasting, and web-based delivery, including both live studio and remote broadcast capabilities, and pre-production planning through production, editing and distribution.
- Excellent communication skills.
- Excellent troubleshooting and problem-solving skills.
- Demonstrated ability to work in team environments
- Computer knowledge and technical support capabilities for both PC and Mac operating systems.
- Good human relations and customer service skills and service are essential.

**PREFERRED QUALIFICATIONS:**

- Demonstrate a knowledge of and interest in diverse cultures and populations.
- Experience in providing work direction.

**ENVIRONMENTAL CONDITIONS:**

- More than 20% of the time: Noise
- Less than 20% of the time: Electrical Shock; moving mechanical parts.
PHYSICAL FACTORS:

**Constant:** Sense of Touch  
**Frequent:** Pushing; reaching; simple grasp; depth perception; field of vision; near and midrange vision; and visual accommodation.  
**Occasional:** Balancing; carrying; climbing; crawling; fine manipulating; firm grasp; kneeling; lifting above shoulder; lifting above waist to chest; lifting below waist; pulling; reclining; repetitive arm motion; squatting; sitting; standing; stooping; twisting/pivoting; walking; color vision; hearing.

APPLICATION INFORMATION:

**Internal Bid Process** - Open for Bids from eligible AFSCME members from 4/15-4/23/2019. Any current employee interested in this position and eligible to bid should submit a bid application and resume by 4:30 PM, Monday, April 23rd, to the Human Resources Office. This form is found on the Human Resources website at: [https://www.bemidjistate.edu/offices/human-resources/current-employees/supervisors-toolkit/hiring-orientation/recruitment-selection-hiring/](https://www.bemidjistate.edu/offices/human-resources/current-employees/supervisors-toolkit/hiring-orientation/recruitment-selection-hiring/)


If you are unable to apply online, please contact the job information line at 651.259.3637. For additional information about the application process, go to [http://www.mn.gov/careers](http://www.mn.gov/careers)

If you have general questions about this position, contact Virgil Bakken at [virgil.bakken@bemidjistate.edu](mailto:virgil.bakken@bemidjistate.edu).

All employees must comply with department and institution procedures and policies, MnState policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

*This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty. In accordance with the Minnesota State Colleges and Universities (MnSCU) Vehicle Fleet Safely Program, employees driving on university or college business, when using a rental or state vehicle, shall be required a Vehicle Use Agreement form and consent to a Motor Vehicle Records check annually.*

*Minnesota State Colleges and Universities is an EO/AA/Vet/Disability employer/educator committed to the principles of diversity.*