

# Audio Video Technician Job Description

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- Set up speakers, amplifiers, microphones and connect to soundboards to prepare audio equipment for events
- Connect screens, video projectors, cameras and lighting to video switchers and routers
- Run cabling neatly along stages and production areas to connect AV equipment
- Program and calibrate equipment to ensure optimal audio and video quality
- Sound check mics, instruments and speakers to balance levels appropriately
- Adjust camera positions, focus and picture quality
- Operate audio mixing boards to pipe in clear audio during productions
- Manage recording equipment to create quality archived video of performances
- Ensure prompters, monitors and screens display slides and footage correctly
- Work closely with producers, directors and talent to meet production needs
- Monitor feeds to rapidly address sound or video issues arising mid-event
- Mix live sound feeds to broadcast, stream and amplify conferences, concerts etc.
- Collaborate with lighting technicians and IT staff on equipment interfaces
- Update inventory database when gear is purchased, rented or deprecated
- Clean and perform routine maintenance of AV components to reduce failures
- Give clients and event volunteers tutorials on using basic equipment

- Interpret technical riders and requests from touring acts and productions
- Comply with union regulations in venues with organized labor contracts
- Test backup equipment and failover procedures regularly
- Research emerging AV solutions and make budget recommendations
- Secure transportation and storage of heavy, expensive AV gear
- Create how-to guides and SOPs for most efficient equipment usage
- Serve as the technical expert on what is achievable for various events
- Ensure safe installation and dismantling of rigging and staging
- Continuously develop expertise across audio, video and IT domains.