

HAMILTON COLLEGE POSITION DESCRIPTION

Position Title: Audiovisual Studio Worker

Department: Audiovisual Team

Supervisor: Daytime and Nighttime Multimedia Technicians

Date: July 2007

Contact: Audiovisual Services - x4231

1. **POSITION SUMMARY:** Studio workers will work approximately 10 hour/week. In this position, you will be expected to work in the AV studio on duplication and editing projects. Workers will be expected to use all equipment in the AV studio including duplication tower, labeler, editing equipment and editing programs as well as the AV database (TrackIT) to record projects done in the studio.

2. **RESPONSIBILITIES:**
 - a. Work on or complete any editing projects in the studio
 - b. Do any transfer work from the Hamilton College Archives
 - c. Record all jobs in TrackIt
 - d. Attend student training for studio and AV workers
 - e. Set work hours with AV technicians and AV scheduler and let AV office know if you will not be able to work scheduled hours

3. **JOB REQUIREMENTS:**
 - a. A working knowledge of editing systems including: imovie, idvd, final cut pro, and Avid editing system
 - b. A working knowledge of sound equipment to do transfer work including: CD players, cassette tape players, m-audio recorders, DAT recorders, reel-reel players, record players
 - c. A working knowledge of CD and DVD labeler to produce labels and inserts for media
 - d. A working knowledge of TrackIt to record any work done in the studio including: number and type of duplication requests, type of editing projects done
 - e. Do other types of AV work such as: picking up or delivering equipment