

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

AUDIO-VISUAL TECHNICIAN I

POSITION CODE: 03501
Effective: 12-1-71

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, arranges film bookings; prepares material for shipment; operates, maintains and repairs motion picture equipment; builds visual education presentations.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assembles and prepares for shipment, sound and silent motion picture projectors, films, screens and other equipment; files and maintains inventory records of equipment shipped.
2. Cleans and repairs state owned sound and silent motion picture projectors.
3. Inspects and repairs motion picture film; cuts, splices and rewinds film.
4. Constructs visual presentations, displays and exhibits; prepares posters, charts, diagrams and graphs.
5. Sets up and operates audio-visual equipment anywhere in the state.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires one year experience in art techniques, visual presentation or motion picture projection and maintenance work.

Knowledges, Skills and Abilities

Requires working knowledge of the principles of drawing, painting, design, composition, color, lettering typography and layout.

Requires elementary knowledge of the methods, materials and techniques of art.

Requires ability to maintain satisfactory working relationships with the general public.

Requires ability to plan and arrange film bookings and keep necessary records.

Requires ability to operate, repair and maintain visual and audio-visual equipment.