AUBURN
Human Resources

Coord, Athletics Audio Visual

Job Description

JOB INFORMATION

Job Code	BA18
Job Description Title	Coord, Athletics Audio Visual
Pay Grade	AT05
Range Minimum	$43,910
33rd %	$52,690
Range Midpoint	$57,080
67th %	$61,480
Range Maximum	$70,260
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	6/3/2025 8:50:48 AM

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Video Productions

JOB SUMMARY

Provides Audio Visual assistance during Auburn Athletic special events and Auburn Athletic gamedays. Provides and oversees the execution of audio-visual (AV) needs for a wide range of special events, ensuring high-quality production and seamless event delivery, both outside of and within Auburn Athletics venues.

RESPONSIBILITIES

- Provides AV assistance on Auburn-Athletics game days within Auburn Athletics' venues.
- Oversees and operates AV systems for Athletics' special events, including: Audio: Manages microphones, audio boards, cable systems, and speaker setups for optimal sound quality. Video: Set up and operate cameras and related equipment. Streaming: Ensure reliable live-streaming capabilities for events.
- Leads and coordinates event-day on-site AV team members, ensuring efficient execution. Provides support for scheduling of AV team members for events.
- Prepares for upcoming event-day projects by attending site visits and preparatory meetings leading up to the event.
- Manages inventory, storage, repair, and preventative maintenance of AV equipment.
- Contributes to budgeting, procurement, and vendor relationships related to AV equipment and services.
- Trains and supervises students, temporary employees (TES), and contracted staff for event operations.
- Ensures AV systems comply with safety standards and university policies.
- Stays current on AV technology trends, recommending enhancements to improve venue and off-site audio and video quality.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	with no specific discipline.	and	1 year of	experience in the operation or installation of permanent or event-based audio-video equipment, broadcast television, multimedia content, AV production, or IT client service. Experience in athletics, live event production, or in-venue AV operations is preferred.	Or
Associate's Degree or Vocational Certificate	with no specific discipline.	and	3 years of	experience in the operation or installation of permanent or event-based audio-video equipment, broadcast television, multimedia content, AV production, or IT client service. Experience in athletics, live event production, or in-venue AV operations is preferred.	Or
High School Diploma or GED		and	5 years of	experience in the operation or installation of permanent or event-based audio-video equipment, broadcast television, multimedia content, AV production, or IT client service. Experience in athletics, live event production, or in-venue AV operations is preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Proven hands-on expertise in operating and maintaining audio-visual systems in high-pressure, live-event environments.	
Strong problem-solving skills and excellent verbal and written communication.	
Strong interpersonal skills.	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting			X			
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards		X			
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

None Required