KTBL Audio-Visual Production Specialist

Position Description

Advertisement Closes

4/17/2024 (8:00 PM EDT)

24-01610

Audio-Visual Production Specialist

Pay Grade14

Salary

$3,394.14 Monthly

Employment Type

EXECUTIVE BRANCH | FULL TIME | ELIGIBLE FOR OVERTIME PAY | 18A | 37.5 HR/WK

We are seeking to fill an Audio-Visual Production Specialist position overseeing the Kentucky Talking Book Recording Studio within the Department for Libraries and Archives. The preferred candidate must demonstrate excellent analytical and customer service skills. They will also need to demonstrate the ability to handle multiple projects simultaneously, analyze problems, communicate clearly and concisely both verbally and in writing, and work cooperatively with a team. Job duties include but are not limited to:

* Operate recording equipment/software and direct/coach narrators during recording sessions.
* Perform cleanup edits after sessions.
* Record corrections noted by proofreaders; direct and assist volunteers or staff in performing these same tasks.
* Move project files to the appropriate digital location as they progress.
* Mark up new and converted book projects to insert navigation points and format them to meet National Library Services (NLS) standards; direct and assist staff and volunteers in performing these same tasks.
* Move project files to the appropriate digital location and work with co-workers to see they are posted to Braille and Audio Reading Download (BARD) for download and distribution.
* Recruit and train new volunteers for tasks best suited to their abilities.
* Produce training for volunteers.
* Assign projects to appropriate recording teams and create new projects within the recording software.
* Assist volunteers in their work and answer questions.
* Identify volunteer strengths/weaknesses and coach or reassign as needed.
* Check and evaluate recording sessions to assure sound quality, narrator performance, formatting, and markup meet standards set by the National Library Service for the Blind and Print Disabled (NLS).
* Maintain and repair all studio hardware and software.
* Develop best practices and recommend changes to policy or procedures, as well as studio equipment.
* Coordinate volunteers; maintain updated volunteer contact information, volunteer work schedule, and recording studio and volunteer statistics.
* Maintain an inventory of books in the recording process and the status of each.
* Perform other duties as assigned.

The Education and Labor Cabinet (ELC) participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. ELC will only use E-Verify once you have accepted a job offer and completed the Form I-9. For more information on E-Verify, or if you believe that ELC has violated its E-Verify responsibilities, please contact the Department of Homeland Security (DHS) at 999-897-7781 or [**https://www.e-verify.gov/**](https://www.e-verify.gov/).

Minimum Requirements

**EDUCATION:** Graduate of a college or university with a bachelor's degree in communications or a related field.

**EXPERIENCE, TRAINING, OR SKILLS:** One year of experience in audio and video production.

**Substitute EDUCATION for EXPERIENCE:** NONE

**Substitute EXPERIENCE for EDUCATION:** Additional experience in audio and video production will substitute for the required bachelor's degree on a year-for-year basis.

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):** NONE

Working Conditions

Work is performed both in an office setting.

Probationary Period

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

Visit  <https://kypersonnelcabinet.csod.com/ats/careersite/JobDetails.aspx?id=59972&site=2> to apply.

If you have questions about this advertisement, please contact Barbara Penegor at [**Barbara.Penegor@ky.gov**](mailto:Barbara.Penegor@ky.gov%20?Subject=24-01610%20-%20Audio-Visual%20Production%20Specialist).