

13. BASIC FUNCTION OF POSITION

Under the general supervision of the Information Specialist/Broadcast Media and the overall guidance of the Information Officer and Counselor for Public Affairs, serves as audiovisual (A/V) technician responsible for supporting important Mission events. Installs, maintains, repairs, and operates a variety of audiovisual equipment. Advises Public Affairs leadership on status of equipment and makes recommendations for future upgrades/acquisitions. Responsible for implementation of new technology. Performs other duties as assigned.

14. MAJOR DUTIES AND RESPONSIBILITIES

 **Supports Mission and Public Affairs Events**

50%

Provides audiovisual support as directed to the Ambassador, various Mission elements, and the Public Affairs section. Support is provided at the U.S. Embassy, other government facilities, in Kabul, and throughout Afghanistan. Under the guidance of the Media Specialist/Broadcast Media and Information Officer, assesses A/V requirements and selects appropriate equipment for a wide variety of events, including but not limited to press conferences, interviews, roundtable and panel discussions, speaker programs, ceremonies, celebrations, film screenings, art exhibits and poster shows. Operates a wide range of equipment, including but not limited to television receivers/monitors, television control room consoles, power projectors, digital cameras (still and motion), VCRs/DVD players, microphones and sound systems, cassette players, radios, satellite television receivers and associated antennas and equipment, digital videoconference equipment, and the array of computers and printers (including color) used by the U.S. Embassy. Assists in exhibit set-up; routinely handles and sets up the following equipment: collapsible display stands and cases, traveling exhibit displays, and wall-mounted poster show boards. As required, travels with the Ambassador, Public Affairs staff, or other officials and delegations throughout Afghanistan, including on overnight trips.