

MULTIMEDIA TECHNICIAN

DEFINITION:

Under general supervision, to organize and operate audiovisual and media resources for the College; to provide assistance in preparing and producing audio, video and television presentations; to design and install systems; and to perform related duties as assigned.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Advises and trains staff, faculty and other users in designing and producing presentations and recordings, and in using teleconferencing and other audio visual equipment;
- Installs, operates, maintains and troubleshoots technical/electronic equipment such as cameras, video recorders, satellite receivers, projectors, sound systems and test equipment; repairs breakdowns and malfunctions, and coordinates major repairs with vendors;
- Evaluates campus needs and interests to recommend technologies and products to pursue;
- Recommends the purchase of new equipment based on budget, cost, vendor reliability, warranties, and contracts for repair and service;
- Receives, catalogs, assembles and installs new equipment and furniture;
- Learns to operate new equipment, features and applications;
- Designs and installs closed circuit systems such as video and alarms in classrooms, and specialized equipment tailored to specific needs of the institution;
- Maintains television studio and assists faculty with student labs;
- Video-records as a service, both on and off campus for events such as orientations, promotional films and instructor lectures;
- Maintains current knowledge of technological trends and developments in hardware and software used in audiovisual systems; researches information using published media, attending conferences and vendor shows, networking with other college districts, and taking training seminars;
- Performs video and audio digital capturing and editing; duplicates audio and visual tapes and operates advanced computer peripherals related to multimedia;
- Checks out equipment to on and off campus users;
- Maintains equipment inventory and records, and prepares reports;
- Drives a vehicle in the course of work.

MINIMUM QUALIFICATIONS:

Knowledge of:

Audiovisual services and working with users to solve problems.

Video field production.

Full range of audiovisual and media production equipment.

Technology and product information sources and networks.

Cable wiring and equipment setup.

Skill in:

Understanding user needs and communicating technical information to non-technical personnel

Installing, operating and maintaining full range of audiovisual equipment.

Describing equipment problems and coordinating troubleshooting and repair with vendors.

Reading and interpreting drawings, schematics and manuals.

Researching technologies, products and applications, and applying information to campus needs.

Producing, editing and duplicating videotapes.

Working effectively with outside vendors.

Managing multiple projects.

Using personal computer and software with technical audiovisual applications.

Organizing equipment and following equipment maintenance schedules.

Establishes and maintains effective working relationships with those contacted in the course of work;

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Associate of Arts degree or Technical Certificate in media production or a related field, plus three years of audiovisual and media work experience.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Sight and color vision to view materials, read text, view computer screens, record and edit videos; speech and hearing to interview and train users, explain processes and communicate generally, to record and edit audio recordings and diagnose equipment problems; smell to detect toxic fumes and overheating equipment; manual dexterity, mobility and flexibility to assemble, install, operate and maintain equipment and furniture; and lifting up to 75 pounds to assemble, install and operate equipment. Environmental conditions include exposure to photo chemicals that can be toxic, exposure to dust and fumes and working at heights. This work is performed indoors in the college media center and classrooms, and outdoors when recording events.