

Multi-Media Technician

DESCRIPTION OF WORK: Positions in this banded class provide technical work in the operation, maintenance and production of a wide variety of audiovisual equipment and materials. Duties include transporting, setting up and operating audiovisual equipment in conjunction with meetings, events, conferences, classroom instruction sessions, and management seminars; preparing for and performing videotape viewing and recording of classroom seminars and clinical settings; maintaining equipment inventory and checkout; and minor equipment troubleshooting/maintenance such as cleaning monitors and lenses, changing batteries and light bulbs. Positions instruct users in the selection, use, and design of audiovisual materials, and assist them in the preparation of instructional materials and presentations, which may include providing photography and graphics for visual presentations. Work may require scheduling facility and equipment usage, ensuring accuracy in the production aspects of a variety of visual and audio sources, and providing training for staff and faculty in equipment operation.

**EXAMPLES OF COMPETENCIES:
CONTRIBUTING:**

Knowledge-Technical: Basic knowledge of operation and maintenance of audiovisual equipment. Basic knowledge of media production techniques, which encompasses knowledge of artistic media.

Creativity: Ability to develop artistic presentations from verbal or written instructions using creative skills and abilities.

Instruction: Ability to instruct staff in the basic operation of audiovisual equipment.

Communications: Ability to convey basic technical information and artistic concepts verbally and in writing to department staff members and educational personnel. Ability to present ideas effectively through various types of media.

Planning and Organizing Work: Ability to plan and prioritize work assignments of a limited scope to ensure timely completion of requested services. Ability to organize and shelve instructional materials and audiovisual equipment according to predetermined plan and maintain accurate inventory control system on all equipment and educational materials. Coordinate the scheduling of facility and equipment usage.

JOURNEY

Knowledge-Technical: Thorough knowledge of audiovisual equipment operation and maintenance. Thorough knowledge of media production techniques, which includes photographic and artistic media.

Creativity: Ability to exercise creative judgment in deciding upon the audio and visual format and approach using a wide range of audiovisual materials. Ability to execute production techniques and procedures that are rather sophisticated and requires artistic discretion in material presentation.

Instruction: Ability to provide detailed instruction to staff/clients on the use of a wide variety of audiovisual equipment and the actual production techniques.

Communications: Ability to convey advanced technical information and artistic concepts verbally and in writing to a wide variety of clients. Ability to present ideas effectively through a wide variety of media.

Planning and Organizing Work: Ability to plan and prioritize work assignments of a broad scope to ensure timely completion of a wide variety of requested services. Ability to develop and maintain an inventory control system on all equipment and materials and recommend purchase of training equipment and materials. May require ability to arrange and assign work to student workers to ensure the efficient use of resources.

MINIMUM TRAINING AND EXPERIENCE: High school diploma or equivalency and one year of experience in audiovisual equipment operation and maintenance, graphic design, and/or photography; or equivalent combination of training and experience.

Special Note: This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.