

TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
MEDIA PRODUCTION TECHNICIAN	CLASSIFIED	GRADE: L MONTHS:
BOARD POLICY REFERENCE: 2005-2006 Classification Study Review		Board Approved: 5/06

JOB DESCRIPTION:

Under general supervision, initiate, guide, produce or perform a wide variety of instructional, promotional, developmental or audio/visual presentation material for classes and District events; and perform related work as required.

SCOPE:

The Media Production Technician produces original media material and duplicates copyright-cleared media material for the District. Provides a wide variety of computer (photo)-graphics and audio-video services to facilitate classroom lectures, administrative publications/presentations and District events. (Some of the above-listed tasks and duties involve sensitive or confidential material).

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Duplicates copyright-cleared media materials; records and edits programming from satellite, local source and internet-related broadcasts, utilizing traditional and specialized digital software and hardware equipment.
2. Directs and produces audio-video presentations and instructional material for District personnel, the District Public Relations Office, utilizing specific and special application software and equipment.
3. Image post-processing and output preparation: Converts materials from magazines, books, photographs, and artwork to 35mm slides, prints or digital medium for District departments and facilities, faculty, staff, administration and media archives. Processes film into viewable images often employing detailed, specific processes.
4. Processes, converts and/or manipulates images and files from audio, visual source or presentation program employing media-capture or graphic production and editing software.
5. Edits original multi-media productions and media material utilizing digital non-linear editing systems.
6. Location/Studio Photography assignments: Photographs and records College facilities instruction, development and College-community events using film and digital audio-video cameras and equipment.
7. Operates multi-camera television studio and video conferencing systems; schedules studio production time for students and faculty. Operates media presentation systems for classes, District functions, and community events.
8. Maintains and supervises audio, video and image archive(s) of District-related recorded events.
9. Instruction and advice consultation: Provides informational assistance and support in the conception and implementation of multi-media materials for a variety print, publication and digital output projects from a design, layout and concept perspective.

KEY DUTIES AND RESPONSIBILITIES (Continued):

10. Trains employees, students, and instructors on use of media equipment and the techniques used in the creation of original productions. Supervises and schedules student employees in Media Production Tech tasks and duties.
11. Maintains media equipment and supplies-materials inventory; researches and provides purchase recommendations for relevant media tools and equipment (via District and Academic department request and inquiry); performs minor repairs and makes adjustments to equipment as necessary.

EMPLOYMENT STANDARDS

ABILITY TO:

Order, inventory, catalog, cross index, and issue audio visual materials; duplicate original audio and visual tape recordings; direct original television productions; edit media projects; clean, repair, splice and edit films, filmstrips, slides and audio and video tapes; assist and advise faculty and staff in formatting and executing media presentations using multimedia computers; maintain cooperative working relationships; demonstrate a sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

Types, uses, operation and minor maintenance of a wide variety of audio visual equipment including video recording equipment; principles of inventorying, cataloging and issuing video materials; methods of cleaning, repairing, splicing and editing films, filmstrips, slides and audio and video tapes; principles and methods of directing original television productions; familiarity with copyright laws; extensive knowledge of complex Macintosh and windows computer platforms and peripherals and video conferencing systems; wide variety of general computer software and high-end computer software used for video editing and titling, and graphic presentations.

Preferred additional knowledge: Good understanding of graphic composition and layout and knowledge of video production.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Completion of certificate in a field related to film or media production. Associate's degree preferred.

Experience:

Two years experience in production of media materials, including the production of video recordings and photographic systems.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities such as, but not limited to, lifting media equipment (up to 50 lbs. unassisted), standing, climbing or walking.