

## MULTIMEDIA TECHNICIAN

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### **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.

