

## Job Description

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<b>Job Title:</b>	Media Production Technician
<b>Department:</b>	Information Systems and Technology
<b>Reports To:</b>	Manager, Production Services
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 6
<b>Effective Date:</b>	June 2015

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### **Primary Purpose**

The Media Production Technician maintains a range of digital equipment for services provide by the Production Studio. These services include lecture-casts, special event and/or presentation recordings, live and/or recorded webcasts with multi-camera switching, studio recordings, green screen shoots, live television news recordings, media conversions, and post-production workflow through to delivery. The Media Production Technician's role is to perform duties for media content creation and delivery areas within ITMS: video and audio recording; equipment upkeep management; media file outputs, upload/delivery and conversions; instruction and support on digital media equipment to student operators; technical set up for recording live broadcasts in studio or webcasts; activities through all phases of production and post production to deliver content.

### **Key Accountabilities**

#### **Projects/assignments for media creation and delivery:**

- Perform technical duties on single and multi-camera placement and operation, audio recording, lighting, set design, and directing talent
- Perform post-production duties on video and audio editing that includes title preparation such as lower thirds and title cards, inserting standard branding templates, additional media assets and audio mixing
- File conversion and mastering to various media formats and delivering to client (e.g., uploading, transferring content files)
- Live webcasting/broadcasting: capturing live video content for web streaming and network broadcasts (Live newscasts to air)
- Identify and resolve technical problems (e.g., applying known solutions for software, hardware, specialized equipment)

#### **Good competency in relevant tools:**

- Working knowledge of a broad set of complex digital media equipment and technology tools
- Keep current with techniques and industry standard production tools and apply best practices

#### **Tracking Production Services equipment and tools:**

- Maintain, organize, test and track to ensure proper functioning for usage the digital equipment inventory and provide advice to Manager on upgrades and purchases when required
- Pack, organize and store all media equipment, track kits usage, and ensure prepared for student operator shoots, and help to transfer equipment

#### **Train student operators on equipment and processes for capturing recordings:**

- Instruct, guide and support student operator on how to use the digital media equipment
- Assist on productions when necessary

### Required Qualifications

**Education:**

- Certification, diploma and/or degree in media production or graphics preferred; or equivalent demonstrable industry experience.

**Experience:**

- Candidates must have experience with equipment used for acquiring media assets and software used in media production, including the setup and operation of the various equipment listed above and delivery of content.
- Candidates must have an excellent customer service background.
- Strong organizational and time management skills, ability to plan, troubleshoot and correct problems quickly; proven ability to successfully complete multiple concurrent tasks on tight deadlines
- Demonstrated ability to work independently and in a team.

**Knowledge/Skills/Abilities**

- Demonstrated expertise in digital media development, creation and content delivery. Knowledge and experience with industry-standard tools and techniques such as editing software (e.g., Premiere, digital cameras)
- Proficient with MSWord, Excel, PowerPoint

### Nature and Scope

**Contacts:** Excellent interpersonal skills, with aptitude to detail and accuracy, proven ability to interact effectively with clients, on-camera personalities and subject matter experts. Strong written and verbal skills, superior attention to detail and experience applied instruction, in the execution of assignment management.

**Level of Responsibility:** Work is often performed under time constraints and to deadlines for deliverables. Duties are performed at a workstation and at a locations on and off campus.

**Decision-Making Authority:** Creative with an ability to find innovative solutions. Resolving problems by applying known solutions.

**Physical and Sensory Demands:** Physical demands such as carrying and setting up heavy equipment and standing for long periods while recording.

**Working Environment:** *Travel:* Minimal travel for offsite media sets. *Working Hours:* Some activities occur outside the normal business hours of the University; there is an understanding that staff in this position will accommodate such assignments as classes, guest lecturers, research activities and events that occur outside of regular business hours. *Risks – physical and psychological:* Physical risks No significant risks Psychological risks No significant risks