

INSTRUCTIONAL MEDIA TECHNICIAN

DEFINITION

Operates, adjusts, maintains, receives, distributes, and issues a variety of instructional media equipment and provides technical assistance in the preparation of instructional media materials.

TYPICAL DUTIES

Operates and adjusts a variety of instructional media equipment used in the preparation and presentation of instructional materials such as multi-media systems, slide projectors, high speed audio duplication systems, TVs, digital audio and video recorders, audio and video editing equipment, digital cameras, LCD projectors, overhead projectors, public address systems, video tape, and optical media systems. Trains faculty, staff, and students in the use of instructional media equipment and demonstrates the operation of such equipment.

Performs routine and preventative maintenance and minor repairs on a variety of campus owned instructional media equipment.

Makes and converts video slides, digital photos, transparencies, and videos utilizing a variety of multimedia software, photographic, and video recording equipment as directed.

Duplicates instructional media materials such as audio and video recordings, optical media, and printed materials within copyright guidelines.

Issues and receives instructional media equipment, materials, and supplies.

Distributes instructional media equipment and materials including uploading files to the internet.

Organizes and maintains inventory records of instructional media equipment, materials, and supplies.

Researches product specifications and prices related to instructional media equipment and materials and prepares requisitions as needed.

Sets up and operates audio visual equipment for events held on campus.

May serve as a monitor in learning centers and laboratories and assist faculty, staff, and students by familiarizing them with the use, operation, purpose, and availability of instructional media equipment and materials, including computerized learning systems.

May assist in the installation of multimedia and related equipment.

May provide training and work direction to student workers.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Instructional Media Technician** operates, adjusts, maintains, receives, distributes, and issues instructional media equipment and provides technical assistance in the preparation of instructional media materials.

An **Instructional Media Specialist** operates, adjusts, and maintains complex instructional media equipment and electronic media systems. Provides technical assistance as an integral member of the college media production team in the development, production, and distribution of instructional media programs.

A **Senior Instructional Media Specialist** coordinates and supervises the technical activities of a college instructional multi-media center and performs responsible technical work related to the preparation of instructional media materials and the operation, adjustment and maintenance of a variety of instructional media equipment and electronic media systems.

SUPERVISION

Immediate supervision is received from a classified or academic supervisor. Work direction may be provided to student employees.

CLASS QUALIFICATIONS

Knowledge of:

- Photographic, video, audio, television, and optical media equipment such as compact disc, minidisc, DVD, and Blu-ray disc
- Operation of visual projection devices
- Basic photography, digital audio and video recording, duplicating, and editing
- Preventative maintenance of various instructional media equipment
- Capabilities of computer software, hardware, and operating systems relating to multi-media systems
- Basic trademark and copyright law and fair use practices for education
- Standard practices and procedures used in storage and inventory control
- The basics of a computer software system for inventory record keeping
- Basic mechanical and electronic principles
- Operations of computer equipment

Ability to:

- Operate and adjust a variety of instructional media equipment
- Detect malfunctions in the operation of instructional media equipment
- Make minor repairs to instructional media equipment
- Utilize multimedia software
- Duplicate instructional media materials
- Operate video recording and editing devices
- Train others to operate instructional media equipment properly
- Work effectively with administrators, faculty, staff, students, and vendors

Ability to: (Cont.)

Organize and maintain inventory records for control and distribution of materials

Take photographs

Learn characteristics of new systems and equipment and update technical skills to adapt to changing technology

Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

A. High school diploma or its equivalent **AND** two years of full-time paid experience in the operation or maintenance of instructional media equipment such as photographic equipment, video projectors, audio and video recorders, laser disc optical media systems, and audio and video editing equipment.

OR

B. An associate's degree with a major in instructional media technology, broadcasting, cinema, photography, television, or a closely related field. Experience in the operation or maintenance of instructional media equipment is desirable.