

## MULTIMEDIA DEVELOPER

### DEFINITION

Provides technical support and assistance to faculty members and other staff in the design and development of instructional multimedia and web-based courseware, course management systems, presentations, and/or other materials using various multimedia software applications and development tools as well as equipment.

### TYPICAL DUTIES

- Provides technical support, utilizing a variety of multimedia software applications and development tools, as well as equipment, to faculty members and other staff in the design and development of instructional multimedia and web-based courseware, presentations, live video/web streaming, pod casts, and/or other materials.
- Converts printed materials, photographs, illustrations, audio and video files, including notes, quizzes, surveys, and other student assignment materials into interactive online and offline supplemental study courseware using various multimedia software applications and equipment.
- Assists faculty members and other staff in the selection and use of software, hardware, and audio/video production and editing equipment to develop instructional multimedia and web-based courseware, presentations, and/or other materials.
- Sets-up and monitors equipment for web conferences and pod casts.
- Assists in creating plans, storyboards, and blueprints for multimedia projects including computers, networks, and audio/video production equipment.
- Trains faculty members and staff in the use of various multimedia software, web conferencing software, hardware, course management systems, and audio/video production equipment based on their specific needs and goals.
- Conducts on-going evaluations of instructional multimedia technology programs and hardware and assists in maximizing their development and use.
- Troubleshoots malfunctioning multimedia software, hardware, and other equipment used to produce interactive instructional materials; makes repairs and adjustments or refers the problem to appropriate personnel.
- Installs and maintains multimedia software and equipment and ensures their efficient and effective operation.
- Recommends the purchase of multimedia software, hardware, and equipment.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

A **Multimedia Developer** provides technical and creative support to faculty members and other staff in the design and development of instructional multimedia and web-based courseware, presentations, live video/web streaming, pod casts, and/or other materials. Proficiency in various multimedia software applications and development tools and providing training in the use of multimedia software and equipment is an integral part of the duties of this class.

## DISTINGUISHING CHARACTERISTICS (Cont.)

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 operation, adjustment and maintenance of complex instructional media equipment and electronic media systems.

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

## SUPERVISION

General supervision is received from an academic supervisor or administrator. Functional supervision may be exercised over assigned technical and clerical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Current trends in the production and post-production of instructional media technology
- Principles and techniques of multimedia design
- Basic web design and web streaming principles, methods, and techniques
- Operation and application of a wide variety of multimedia software and development tools such as Adobe Photoshop, Adobe Illustrator, Adobe Acrobat, Apple Final Cut Pro, Adobe Dreamweaver, PowerPoint, HTML, Java, etc.
- Course management systems such as BlackBoard, Moodle, and Etudes
- Operation and use of a wide variety of multimedia, teleconference, and pod cast equipment
- Basic operation of computer operating systems
- Basic trademark and copyright law and fair use practices for education
- Principles of project management
- Principles of training

### Ability to:

- Provide technical support in the design and development of instructional multimedia and web-based courseware, presentations, and/or other materials
- Translate ideas and suggestions into detailed plans from which instructional multimedia applications, presentations, and/or other materials can be produced
- Organize, prepare, and conduct training for faculty and other staff on the use of multimedia software and equipment
- Independently plan and organize work projects
- Establish and maintain effective working relationships with faculty, administrators, and students
- Communicate effectively in writing and orally
- Meet schedules and timelines
- Learn the characteristics of new multimedia software and equipment and update technical skills to adapt to changing technology

## ENTRANCE QUALIFICATIONS

### Education and Experience:

- A. A bachelor degree from a recognized four-year college or university, preferably with a major in a multimedia, graphic design, or a communications related field.

**AND**

Two years of full-time, paid technical support experience in the development and design of multimedia materials. Experience in the development of multimedia materials in an educational environment is desirable.

- B. An associate degree or its equivalent from a recognized college or university, preferably with a major in a multimedia, graphic design, or a communications related field

**AND**

Four years of full-time, paid technical support experience in the development and design of multimedia materials. Experience in the development of multimedia materials in an educational environment is desirable.