

MEDIA PRODUCTION TECHNICIAN I

NATURE OF WORK

This is entrance level technical work in the production and filming of educational videotape and/or television programmes.

Work involves operating a variety of videotape and/or television equipment in a studio or on location on campus or throughout the city. Work includes the editing and dubbing of films, sound tracks, and videotapes. Employees of this class assist faculty members by producing videotapes for evaluation of student performance or for presentation as an educational aid. Supervision may be exercised over subordinate technical staff and student assistants. Assignments are received orally or in writing from faculty members requesting this service. Work is reviewed in process or by observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Schedules the use of studio television facility and mobile television systems at locations on campus and throughout the city; discusses with faculty members nature of assignments to determine need for special equipment or production techniques.

Supervises and participates in the operation of a variety of videotape and/or television equipment on taping assignments primarily for the purpose of observing student performance in actual or simulated work situations and activities and events that illustrate principles which are part of course curriculum.

Instructs students in production and dubbing and editing techniques in laboratories for undergraduate and graduate media courses; may assist faculty and students with script writing.

Interviews, selects, and trains students' assistants in the operation of television equipment; schedules working hours and supervises student assistants by observation of performance.

Consults with faculty members regarding proposed major production to determine extent of demands on production and videotaping service.

Edits and dubs videotapes; cleans, adjusts, and provides minor maintenance to videotape and television equipment; reviews videotapes at the end of each term to determine which to erase and which to retain in permanent library.

Determines the need for and recommends the purchase of videotapes and television equipment.

Performs related work as required.

REQUIREMENTS OF WORK

Some experience in television and/or videotape production; graduation from high school supplemented by completion of a diploma course in media communications or related field or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Some knowledge of the techniques, equipment and materials used in videotape and/or television production.

Some knowledge of the operation, maintenance and source of supply of a variety of audiovisual devices.

Some knowledge of the techniques involved in editing and dubbing videotapes and cleaning and repairing television and/or videotape equipment.

Ability to schedule the use of television and/or videotape facilities and co-ordinate the assignment of student assistants.

Ability to operate a variety of television and/or videotape equipment.

Ability to instruct students in the operation of equipment and in production techniques.

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Under Review: 2004.01.05