

Media Technician

JOB FAMILY DEFINITION

This classification falls within the AV-Media Job Family encompassing a range of work in which incumbents are responsible for providing audiovisual/telecom operational and technical support for classes, meetings, and conferences as well as consulting and production design for the creation of distance learning products, such as online courses and video productions. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

CLASS SUMMARY

Incumbents are responsible for providing audiovisual/telecom operational and technical support for classes, meetings, conferences and broadcasts by transporting, setting up, taking down, operating, and troubleshooting multimedia equipment, and assisting users.

DISTINGUISHING CHARACTERISTICS

The Media Technician class is distinguished from other classifications in the AV-Media Job Family in that the preponderance of work involves transporting, setting up, operating, and breaking down video and recording equipment for events and presentations in accordance with standard policies and procedures. Incumbents may also set up and operate equipment for field productions and in the broadcast studio.

The Media Technician is distinguished from the Media/Telecom Specialist in that the latter performs consulting and production design for the creation of distance learning products; and performs technical support and maintenance for the audiovisual or telecommunications infrastructure and associated equipment including, but not limited to, participating in design, installation, upgrades, testing, and quality assurance for the system and peripheral equipment.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Selects, loads, transports, sets up, and secures AV equipment including, but not limited to, computers, projectors, recorders, microphones, video interface, teleprompters, and conference technology; transfers presentation data.
- Tests equipment, wiring, and connections to ensure good working order.
- Demonstrates equipment operation to user; monitors event and troubleshoots equipment problems.
- Breaks down, loads, transports, and returns AV equipment to storage.
- Installs, activates, tests, and operates cameras, recording equipment and/or microphones for broadcasts, meetings, events, and distance learning, as assigned.
- Performs equipment checks and reports problems.
- May coordinate work assignments, location information, and training, as assigned.
- Performs maintenance including, but not limited to, updating software, opening help desk tickets, ordering supplies, and organizing AV inventory, as assigned.
- Provides training to internal and/or external clients in assigned area.
- Provides orientation and guidance to new staff, as assigned.

- Performs other duties of a similar nature and level as assigned.

EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES *(Illustrative Only)*

Responsibilities across incumbents in this classification are covered in the “Examples of Essential Duties” list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific audio visual and media technical tasks aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Two (2) years of broadcast and/or audio-visual systems experience.

OR

Associate’s degree, preferably in broadcast or media technology, computer science or directly related field. *Additional directly related experience and/or education may be substituted on a year-for-year basis.*

LICENSING AND CERTIFICATIONS

- Valid driver’s license, as assigned.

KNOWLEDGE OF

- Set up and operation of audiovisual equipment including, but not limited to, projectors, cameras, microphones, audio recorders, teleprompters, conferencing technology; proper cable wrapping, signal flow, and basic audio engineering;
- Methods and configurations of visual and recording equipment to optimize presenter and audience experience;
- Basic lighting techniques for videography, as assigned;
- Customer service principles;
- Street layout, directional aids and locations;
- Applicable work rules and policies;
- Applicable business equipment and desktop applications; and
- Safe work practices and methods.

SKILL IN

- Setting up and configuring audio and visual equipment for optimal performance in different event locations;
- Testing and interpreting equipment readings and function;
- Troubleshooting equipment and connectivity issues;
- Demonstrating equipment operation to non-technical users;
- Operating vehicles to transport equipment;
- Map reading and interpreting directions;
- Providing customer service;
- Coordinating/interfaces with audiovisual and other staff in off-site facilities
- Providing attention to detail;
- Applying safe work practices;

- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, walking, reaching, standing, climbing, grasping, repetitive motions, pushing, pulling, lifting, fingering, kneeling, crouching, crawling, stooping, seeing, hearing, and talking.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Incumbents generally work in a typical office environment with adequate light and temperature. There may be occasional exposure to fumes, noxious odors, dust, mist, gases, poor ventilation, underground/confined/restricted workspaces and exposure to loud noise. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require frequent travel, including overnight travel.

Please Note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*