

Job Title: MULTIMEDIA TECHNICIAN
Reports to: Director of Technology Integration and Communication Services
Dept./School: Technology Integration and Communication Services
Wage/Hour Status: Non-Exempt
Date Revised: July 22, 2019

Primary Purpose

Under the direction of the Director of Technology Integration and Communication Services, the Multimedia Technician is responsible for providing audio and video support to SFDRCSISD Student Performance Center (SPC); produce content for instructional and community service programs to maximize communication for the superintendent, board of trustees, district, and the public. Primary responsibilities include audio/video support, including producing videos and content for social media, broadcast outlets, and web events; and portrait photography/video for the District.

QUALIFICATIONS

Education/Certification

High School Diploma; Certifications and or Experience in communications, technology, or related field.

Special Knowledge/Skills

Demonstrates ability to produce and develop media productions including recording, editing, and directing. Demonstrated ability using desktop publishing, graphics and video editing software (i.e. Final Cut Pro and Adobe Premier).

Demonstrates knowledge of analysis, design, and maintenance of internet web sites, web authoring tools, and use of internet database and operating systems (i.e. Windows, Linux), JavaScript, ASP, ASP.NET, Flash, HTML, PHP, my SQL, SQL, or related applications.

Demonstrates ability to create innovative web designs for district and campus web applications (Front Page/Dream Weaver).

Demonstrated ability in administration, maintenance, and use of media production and operating systems.

Ability to use broadcast equipment including cameras, lighting, sound and video recording, and editing equipment.

Excellent organization, communication, and interpersonal skills.

Ability to work on multiple tasks

Experience

Combination of education and experience which demonstrates an ability to perform the duties of the position. Preferably, at least 1 year of job experience in progressively more responsible and challenging roles in web programming, analytical positions, media production, and operations management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Take pictures for District events, on campus and on location, during the regular work week and after hours.
2. Assist in developing and producing media which may include training and public relation videos for SFDRCSISD.
3. Assist in designing web-based projects for the SFDRCSISD website.

4. Provide leadership for the technical and creative design, development and delivery of web development and video production projects.
5. Assist in the broadcast of board meetings and live events and record events for new programs or archiving.

OTHER RESPONSIBILITIES AND DUTIES

Ability to:

6. Plan, organize and control assigned projects.
7. Develop and maintain cooperative working relationships with staff, user community, and others contacted through job.
8. Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
9. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
10. Serve as liaison with staff to monitor and ensure control of SPC events and performances.
11. Promote and manage events (not performances), conferences, functions etc; liaising with external hirers, in-house staff and coordinating all activity relating to the events.
12. Oversee events for other departments (i.e. press nights, campus events etc.).
13. Collaborates on establishing a sound design for district events.

Safety

14. Operate tools and equipment according to prescribed safety procedures.
15. Follow established safety procedures and techniques to perform job duties, including lifting, climbing and carrying.
16. Correct unsafe conditions in the work area and report any conditions that are not correctable to the supervisor immediately. Respond to after-hours emergencies as needed.

Other

17. Perform other duties assigned by supervisor.
18. Maintain confidentiality of information.
19. Reports to work on time, dependable
20. Self-motivated, stays on task

Supervisory Responsibilities

None

EQUIPMENT USED

Personal computers and peripherals, Audio/Video equipment (Cameras, Microphones, Drone, etc).

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Climbing, stooping, bending, and kneeling; frequent use of small hand tools and electronic test equipment; frequent district wide travel. Occasional prolonged and irregular hours. May be required to be on-call 24 hours a day.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____