NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

Job Title: Media Production Specialist  Range: 40
Date Revised:  Date Approved: April 8, 2003

PRIMARY PURPOSE
This position is responsible for performing a wide variety of highly specialized and technical duties to support telecourses instructional delivery.

ESSENTIAL FUNCTIONS
Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1. Takes photographs using conventional and digital media; processes black and white and color film; processes and mounts slides; creates original illustrations and artwork; produces production graphics using lamination and dry mounting techniques.

2. Delivers, assembles and installs media equipment; assures that multimedia systems are properly installed and functioning correctly.

3. Operates a variety of specialized equipment to create media products for various projects that may include, but not limited to, classroom, marketing, and public relations use.

4. Provides assistance and technical expertise to faculty and staff in the use and application of media-related devices and materials. Conducts research and planning involved in the application and use of classroom technology.

5. Advises faculty and staff on current technical issues relating to the operation of media equipment and media-related equipment; recommends equipment upgrades and purchases; orders parts and supplies; modifies and upgrades existing equipment.

6. Assures compliance with copyright laws and adherence to safety codes and regulations applicable to the working with high voltage and hazardous chemicals.

7. Prepares and maintains a variety of records, logs and reports as assigned.

8. Trains and provides work direction and guidance to others as directed.

9. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

10. Performs related duties as assigned.

OTHER FUNCTIONS
WORKING RELATIONSHIPS
The Media Specialist maintains frequent contact with various District departments and personnel, faculty, and outside vendors.

EDUCATION AND EXPERIENCE
Two (2) years of college level coursework in a related field or three (3) years of extensive training and/or experience in media production

KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of methods, equipment and materials used in conventional and digital media production
Knowledge of black/white and color photography including processing and slide duplication
Knowledge of three-point lighting, graphic design, and high speed audio duplication
Knowledge of District and federal policies on copyrighted materials and FCC regulations
Knowledge of conventional and digital photography
Knowledge of video production techniques
Knowledge of record-keeping techniques
Ability to photograph, process, print black/white and color film
Ability to identify, diagnose and repair malfunctions and failures of media services equipment
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS
None

WORKING CONDITIONS
Various college or District locations; subject to exposure to high voltage, fumes and chemicals; subject to lifting (up to 50 lbs. unassisted), bending, standing and climbing, repetitive use of upper extremities including hand coordination activities.