

Media Specialist

Job Code 00007105

General Description

Responsible for performing advanced video and audio services for the Media Services Department.

Examples of Duties

Schedule edit suites for use and train users on proper operating procedures of edit equipment.
Schedule satellite downlinks for taping and/or viewing room scheduling, routing and recording of satellite signal for clients.
Schedule and perform off-air taping for clients.
Schedule academic labs in TV studios and assist instructors and students in operation and maintenance of production equipment.
Schedule interactive television classroom use for instructors.
Train and assist instructors on use and maintenance of interactive equipment.
Schedule remote location field production requests.
Coordinate student assistants to provide personnel for event taping.
Plan and schedule studio production for clients.
Perform video mixing and editing services for clients in edit suites.
Operate Ampex digital optics effects for video production.
Log videotapes for post-production.
Perform audio recording, mixing and editing services for clients in audio studio and control room.
Explain use of sound effects library and music library to clients.
Perform video/audio field production services for clients.
Set up and operate cameras, lighting units, microphones and other equipment for field productions.
Design and construct lighting arrangements for studio and location video productions.
Design and construct set pieces and props for studio productions.
Explain range of services to faculty, students, staff, and outside University users.
Arrange and conduct tours and demonstrations of production areas and services.
Provide character generation and computer graphics for titles and credits for video productions and projects.
Perform audio and video tape duplication services for clients.
Perform audio and videotape format transfers including international standards conversion.
Transfer 16mm film and 35mm slides to video.
Schedule and maintain logs of cablecast programs aired on University cable channel.
Create notices and announcements for computerized cablecast calendar.
Explain range of services offered to users on University Cable Channel.
Repair damaged audio and video tape cassettes.
Perform bulk erasure on audio and videotapes.

Perform minor bench work and repair.
Estimate production charges for clients.
Determine how laws apply to client's production requests.
Develop policies, process and procedures to improve unit operations.
Produce handouts and printed simplified directions for unit procedures.
Evaluate condition of production equipment and recommend needed repair or replacement.
Conduct yearly inventory of all items on production inventory.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Laws, guidelines, policies relating to copyright and educational fair use provisions; construction techniques and standards; video production techniques; audio production techniques; satellite down linking techniques; consultation and referral techniques; University cable policies and procedures.

Skill in: Communicating with a wide range of clients; supervising and training staff; directing cast and crew and in working as member of team.

Ability to: Interpret and apply complex technical information from equipment manuals; interpret scripts and copyright law and understand employer's policy and procedures; write scripts and storyboards, request forms, operating procedures, proposals, estimates, and training procedures; perform intermediate math.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements