

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.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
11.	Performs related duties as assigned.

OTHER FUNCTIONS

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WORKING RELATIONSHIPS

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

EDUCATION AND EXPERIENCE

Minimum Qualifications

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

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

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.
