

ST. TAMMANY PARISH SCHOOL BOARD
Department of Human Resources
Job Description

TITLE: Educational Multi-Media Production Engineer (FLSA: Exempt)

JOB SUMMARY:

The Educational Multi-Media Production Engineer has direct responsibility for operation and maintenance of electronic/instructional media equipment in a cable television facility. Responsibilities include assisting with the design, planning, and implementation of the production of high-quality videos, television broadcasts, and Internet-based materials for instruction, training, information, and administrative purposes within and outside the St. Tammany Parish Public School System.

ESSENTIAL JOB FUNCTION:

- Fabricate, install, modify, operate, test, troubleshoot, maintain, and repair a variety of television studio equipment including cameras, lights, videotape recorders (VTR), editors, frame synchronizers, monitors, amplifiers, audio boards and mixers, sound equipment, switchers, character generators, teleprompters, linear and non-linear editing equipment, broadcast servers, automation software, satellite dish and receiver, and other cable television broadcasting equipment
- Identify problems within the video production and broadcast facility, take corrective action, and perform first level maintenance
- Digitize video images to computer hard disc for broadcast on the Internet
- Serve as stage manager, working with limited staff, to maintain props; and build, set up, and strike sets
- Set up remote productions
- Prepare specifications and recommend purchases of new equipment; plan and recommend alterations to equipment to improve efficiency
- Maintain physical inventory of equipment and order new stock
- Appraise the activities and equipment of the broadcast facility to determine adequacy and compatibility to accomplish programming objectives and maintain a high level of transmitting quality in accordance with good engineering practice and FCC Rules and Regulations
- Assist in the development of the STPSB's cable access channel
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

- United States citizen or authorized alien
- High School Diploma
- Appropriate technical training or minimum of 12 months appropriate experience
- Demonstrated aptitude and competence for assigned responsibilities
- Ability to operate and maintain a wide range of electronic media production equipment, applications, hardware, software, and the Internet
- General knowledge of techniques, materials, and equipment used in the production of instructional media
- Knowledge of the setup, operation, and minor repair of electronic media production equipment
- Effective oral and written communication skills

TERMS OF EMPLOYMENT: 12 Months

Salary in accordance with current salary schedule.

ACCOUNTABILITY:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

Signature of Evaluatee: _____

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Employee Identification Number: _____

Date: _____

Signature of Evaluator: _____

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.

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(Revised: 8/2013)