

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: Educational Multi-Media Production Engineer

(FLSA Status: Non-Exempt)

- MINIMUM QUALIFICATIONS:**
1. United States Citizen or authorized alien
 2. High School Diploma
 3. Appropriate technical training or minimum of 12 months appropriate experience
 4. Demonstrated aptitude and competence for assigned responsibilities
 5. Ability to operate and maintain a wide range of electronic media production equipment, applications, hardware, software, and the Internet
 6. General knowledge of techniques, materials, and equipment used in the production of instructional media
 7. Knowledge of the setup, operation, and minor repair of electronic media production equipment
 8. Effective oral and written communication skills

REPORTS TO: Supervisor of Broadcasting

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, 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 FUNCTIONS:

1. 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
2. Identify problems within the video production and broadcast facility, take corrective action, and perform first level maintenance
3. Digitize video images to computer hard disc for broadcast on the Internet
4. Serve as stage manager, working with limited staff, to maintain props; and build, set up, and strike sets
5. Set up remote productions
6. Prepare specifications and recommend purchases of new equipment; plan and recommend alterations to equipment to improve efficiency
7. Maintain physical inventory of equipment and order new stock
8. 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
9. Assist in the development of the STPSB's cable access channel
10. Perform other related duties

TERMS OF EMPLOYMENT: 12 months per year

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Boards policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____
(Incumbent)

Date: _____

Incumbent's Name (Please Print)

Employee Identification Number

Original- Human Resources Department

Copy - Supervisor

Copy - Employee

(Rev. 4/2021)