



VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

Multimedia Technician

GENERAL RESPONSIBILITIES

Under the leadership of the Chief Technology Officer and in collaboration with the Multimedia Communications Producer, the position is responsible for the setup, operation, and maintenance of the audio and video equipment configurations for live and recorded productions.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plan and schedule master control operations with the goal of broadcasting production to both online and television audiences.
- Maintain database of master control and information display operations, and media libraries, ensuring accurate records for automation, copyright, and archiving.
- Coordinate activities with other staff requiring master control services and provide customer support work as required.
- Train, assist, and provide guidance to staff in the completion of their assigned duties and proper use of equipment.
- Operate a wide range of video and multimedia equipment and software, including but not limited to studio and field cameras, audio mixers, editing equipment and software, video recorders, lighting instruments, and related devices.
- Perform multi-format media duplication and monitor program activity
- Determine schedules and priorities for airing messages to provide timely public information on the educational cable access channel.
- Monitor program activity on multiple distribution channels to verify signal quality and switching accuracy.
- Create, edit, and enter automation programming
- Recommend animations, graphics, and music to enhance the project and achieve the desired objectives.
- Identify, troubleshoot, and resolve production issues.
- Perform minor maintenance and routine repairs on equipment: report cablecast technical difficulties and maintain discrepancies log.
- Perform related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must have a comprehensive knowledge of all aspects of video production operations and techniques, including footage acquisition, editing, directing, lighting, audio, and graphics. Must have a knowledge of computer operations for both production and administrative processes, as well as audio production equipment and techniques. Must be skilled in directing multiple camera productions for the purpose of producing and directing video productions and operating video equipment, integrating audio and video effects, analyzing and correcting video and audio signal levels and troubleshooting production issues to ensure high-quality output. Must have the ability to demonstrate strong resource allocation and time-management abilities and learn and implement new technologies effectively. Must have a thorough understanding of electrical & electronics circuit theory and principles. Must have excellent verbal, written communication, interpersonal skills, and the flexibility to work rotating shifts.

EDUCATION AND EXPERIENCE

Required: High School Diploma or GED. Experience in television operations, master control computer operator, video production assistant or videotape operator or any equivalent combination of course work and work experience that provides the necessary knowledge and skills to perform the duties of this position effectively.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Must be able to lift and carry 50 pounds of equipment. Frequent walking, standing, bending, stooping, crouching, climbing, grasping, fingering, repetitive motion, reaching, and driving. Occasional sitting, balancing, kneeling, and crawling. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, fumes, gases, unpleasant odors, extreme vibrations, hazards such as moving vehicles, electric current, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds frequently and over 50 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENT

Possession of a valid driver's license.

FLSA Status: Non-exempt	Description: 3/25
-------------------------	-------------------