

POSITION: Multimedia Officer  
REPORTS TO: Technical Support and Multimedia Coordinator  
CAMPUS: School Wide

#### PURPOSE

Under the direction and supervision of the Technical Support and Multimedia Coordinator, the Multimedia Officer is responsible for the efficient operation, organization and needs of AV or video recording needs.

#### QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Bachelor's Degree in Multimedia, Visual Communication Design, Digital Media, Information Technology, Computer Science, or any other related major.
- Fluent in written and spoken English
- Experience in filming and editing video and the use of audiovisual editing software is preferable
- Works well with colleagues, children, and the public
- Able to solve problems independently
- Demonstrates a willingness to accept training in any area that the Audio-Visual Aide deems appropriate
- Helpful, cooperative, high energy with engaging people skills
- Attention to detail and a proactive approach to problem-solving
- Strong organizational and time-management skills
- Adaptable and able to prioritize/manage multiple tasks
- Clear commitment to Child Protection, safety, service learning, and environmental stewardship

#### DUTIES AND RESPONSIBILITIES

##### AV Equipment Management

- Ensure all AV equipment is fully functional and ready for use during events, meetings, and classroom activities.
- Coordinate and support the installation, calibration, and configuration of AV systems across the organization.
- Manage loaning and booking systems for AV equipment to ensure availability and accountability.
- Perform regular inspections, cleaning, and preventive maintenance of AV hardware.
- Liaise with vendors for procurement, repairs, and upgrades of AV technology.
- Maintain accurate documentation of AV assets, service records, and usage logs.

##### Inter-Library Coordination

- Arrange inter-library loans of AV equipment.

##### Technical Support & Event Coverage

- Set up, operate, and troubleshoot AV equipment for school events, assemblies, meetings, and classroom activities.
- Operate AV control systems such as Extron, Crestron, or similar to manage integrated audiovisual environments in classrooms, auditoriums, and meeting rooms.
- Serve as a cameraman for school events and productions, ensuring high-quality footage.
- Perform basic video editing tasks for internal documentation, promotional materials, and classroom content.
- Provide technical support for live and recorded streaming, hybrid learning environments, and video conferencing setups.
- Maintain, test, and troubleshoot multimedia equipment, including cameras, projectors, displays, microphones, audio mixers, and lighting systems.

- Ensure readiness and smooth execution of AV setups during school functions, including event-specific support and multimedia content creation.

Ongoing Professional Growth

- Reflect upon professional practice and engage in learning opportunities.
- Set goals for professional development and take advantage of professional development opportunities.

Other

- Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflectiveness
- Performing other related duties and assuming other responsibilities as assigned by the Head of Technology and the Technical Support and Multimedia Coordinator.

TO APPLY

Interested candidates should apply directly by email to [recruitment@jisedu.or.id](mailto:recruitment@jisedu.or.id).

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume
- List of three to five professional references with name, phone number, and email address (references will not be contacted without the candidate's permission)

## **Safe Recruitment Statement**

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

### **Our recruitment process includes:**

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

### **Child Safeguarding Policy**

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.