



JOB DESCRIPTION

JOB TITLE	Media Production Technician
JOB GROUP	CUPE 4222 A
LEVEL	E
DEPARTMENT	Director's Services, Graphic Services
SUPERVISOR	Supervisor, Graphic Services

POSITION SUMMARY

The Media Production Technician produces a variety of original photographic and multi-media resources used system-wide for instructional and communication purposes and is responsible for assisting clients in the Media Production Centre.

DUTIES AND RESPONSIBILITIES

- Create, design and produce original multi-media projects such as course calendars, posters, signs, advertising, computer presentations, web-site design and creation, photography, custom framing and image preservation.
- Complete special assignments for the board, the Director and senior administrators.
- Maintain knowledge of current and emergent technologies in the field.
- Provide on-site photographic and audio/visual recording services.
- Consult with clients regarding project requirements.
- Demonstrate methods and techniques of multi-media production to student and clients, including safe operation of equipment in production centre.
- Develop and deliver workshops on media-related services and techniques.
- Photograph staff, maintain and catalogue security database for system identification badges.
- Operate the production centre: open and close facility, provide estimates and final invoices and receive payment.
- Supervise and train casual staff and cooperative education students.
- Recommend acquisition of new equipment and changes to services for improved service/efficiency.

EDUCATION

Completion of a three-year post-secondary program in a Graphic Arts, Photography or Multi-Media Design.

EXPERIENCE

One year of related work experience is required.