



Communications Job Function

Media Tech III

Grade 52

Summary

Coordinates and performs a range of technical functions connected to the set up and operation of media equipment and productions. Position receives moderate supervision.

Typical Duties

1. Sets up, operates and/or oversees the use of various complex media equipment, including video, film, photographic, audio, digital, and computer equipment.
2. May assist in training, scheduling, and distributing work of other staff, students, casuals and temporary workers.
3. Accepts and organizes service requests from diverse University public, and maintains records of work performed.
4. Installs, trouble shoots, and performs minor maintenance on equipment and systems.
5. Assists in the development and preparation of training materials for various media applications.
6. May assist in, or may produce audio and videotapes, graphic materials, photographs, and slides. May record, edit, process, and assemble programs and materials.
7. May make recommendations for equipment purchases, system design, and facility utilization.
8. Performs related job duties as required.

Typical Requirements

Education: High school graduate or equivalent plus technical school (or equivalent), with courses in Educational and instructional media preferred.

Skills and Experience: Substantial related technical experience and thorough knowledge of the use and maintenance of media equipment.

Note: This is a model job description reflecting a sample of typical duties. It is intended to suggest a general level of skill and complexity and as such is not a substitute for the local, specific descriptions for individual jobs.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.