



Communications Job Function

Media Technician IV

Grade 53

Summary

Coordinates and performs a broad range of technical functions connected to the production, design, set up, and implementation of media equipment and productions. Position receives minimal supervision.

Typical Duties

1. Oversees the use of various media equipment, including video, film, photographic and audio equipment. May oversee or operate highly technical or complex equipment, such as multi-media and computer projection equipment.
2. May assist in training, scheduling, and distributing work of other staff, members, students, casuals and temporary workers.
3. Provides information and advice to a diverse University public on technically complex matters. Responds skillfully to a high volume of customer questions and complaints.
4. May consult with clients in the planning of media production projects or events, and in developing budgets.
5. May be responsible for quality control aspects of media production.
6. May coordinate equipment installation, maintenance and repair needs.
7. May troubleshoot and perform minor maintenance on equipment and systems.
8. May make recommendations for equipment purchases, system design, and facility utilization.9. 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: Significant 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.