



Communications Job Function

Senior Media Technician

Grade 55

Summary

Coordinates a range of advanced technical functions connected to the set up, implementation and design of media equipment and productions, including complex designs and large-scale productions. Position receives little or no supervision and requires an ability to prioritize work and work effectively in fast-paced work environment with multiple conflicting deadlines.

Typical Duties

1. Serves as key resource person within the department or work unit.
2. Coordinates and consults with clients in the planning of media production projects and major events, including the design of new systems or multi-media facilities.
3. Plays a lead role; participates in training, scheduling, and distributing work to other staff members, students, casuals and temporary workers.
4. Oversees the use of various media equipment, including video, film, photographic and audio equipment. Oversees and operates highly technical or complex equipment, such as multi-media, computer projection and videoconferencing systems.
5. May serve as coordinator or lead technician in a multi-functional control room or studio.
6. Consultation services may include the development of budgets for projects, new facilities, events or systems.
7. Provides information and advice to a diverse University public on technically complex matters. Responds skillfully and in a timely manner to a high volume of customer questions and complaints.
8. Coordinates, researches, and makes recommendations and negotiates with outside vendors for equipment purchase, installation and repair.
9. May prepare, compile and monitor department or sub-department budget.
10. Performs related job duties as required.

Typical Requirements

Education: BA or technical school certification, with courses in instructional media preferred.

Skills and Experience: Three to five years relevant experience, thorough knowledge of the use and design of media equipment and systems and the ability to educate and communicate with a

diverse customer base about complex technology applications; Previous leadership or coordinating experience helpful.

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