



JOB TITLE	DEPARTMENT	REPORTS TO
Multi Media Technical Assistant	Media Services	ITV Manager

Position No: 62099	Length of Work Year: 12 Months
Salary Schedule: C21	Date Approved: 6/24/03
FSLA: Non-exempt	Date Revised: 8/14/15; 6/13/19; 6/24/21; 12/14/22

JOB GOAL
To ensure the proper and efficient operation of the Media Services office and studios.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High School diploma or equivalent, AA/AS degree preferred. 2. General office skills with advanced knowledge of computers and various office software including Adobe Suite, Compix Gen CG and Microsoft Office Suite. 3. Knowledge of and ability to operate equipment used in Multi-media productions. 4. Demonstrated aptitude for assigned responsibilities. 5. Ability to communicate effectively with others. 6. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To assist in the video recording of television productions, including field, studio, mobile television unit events, multimedia events. 2. To assist in the creation of set designs, graphics, floor management, camera operations, and technical direction of the district's ITV studio. 3. To communicate with schools and program producers to schedule Multi-media events, personnel and resources. 4. To assist with the daily operation of the television broadcast management system (Cable Cast). 5. To respond to requests for and perform multi-media duplication/broadcast information 6. To create and/or modify exciting visual presentations for multimedia. 7. To assist with light video editing and creating graphics. 8. To proofread and edit copy. 9. To perform assigned tasks in a timely and efficient manner. 10. To perform assigned tasks with a high standard of quality. 11. To perform other duties as assigned by the ITV Manager.
PHYSICAL DEMAND CLASS:
Light-Medium (LM) - Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry out duties.