

SAN MATEO COUNTY OFFICE OF EDUCATION

MEDIA TECHNICIAN – STEM CENTER

Definition:

Under general direction, perform a variety of technical duties in the pre- and post-production of video products for DVD production, broadcasts, video streaming, webinars, and long distance learning for the Science, Technology, Engineering and Math Center; Operate state-of-the-art audio/video equipment, and video editing and graphics software; perform related duties as required.

Representative Duties:

- Videotape and edit program material for STEM Center training seminars.
- Operate a variety of audio and video equipment including video cameras and recorders, projectors, laptop computers, lighting, sound mixing and video switching equipment, and digital video effects tools.
- Test all equipment to determine technical quality of recording, audio and lighting apparatus.
- Coordinate graphics used in displays and provide technical support for teleconferences, webinars, and distance-learning classes.
- Edit and assemble final audio/visual program material using video editing software such as Final Cut Pro, AVID, and Premiere; use computer graphics and special effects techniques to enhance media products; make video products available in a variety of formats.
- Diagnose and resolve media system problems, and perform minor repairs and routine cleaning of audio and video equipment.
- Duplicate and store audio and video media, and establish and maintain a video library by classifying and cataloging items according to content and purpose; coordinate media distribution.
- Work with STEM Center staff to plan and schedule audio and video coverage of events, and post-production media requirements.
- Support website development and other web-based archival and on-demand video streaming options.
- Provide equipment trainings and technical support to those using the STEM Center equipment and facility.
- Track inventory and communicate with vendors to order or replace video equipment and supplies.

Knowledge and Abilities:

Knowledge of:

- State-of-the-art video, sound and editing equipment;
- All phases of digital media production including formatting, graphics, lighting, and use of special effects techniques;
- Dual operating system platforms: MAC and Windows;
- Final Cut Pro, AVID, Premiere and Adobe Creative Suite video editing software;
- Instructional technology support techniques for online learning systems;

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- Proper handling and troubleshooting of broadcast-quality video production and post-production equipment.

Ability to:

- Work effectively and collaboratively with coworkers and clients to plan and implement media production projects;
- Operate and maintain digital video cameras, audio mixing and video editing equipment;
- Creatively use robust editing, graphics and composition software;
- Visualize and record professional-grade video content by determining filming sequences, camera movements, and picture composition;
- Construct and position sets, lighting, and sound equipment;
- Organize equipment and materials for video projects, and handle multiple tasks to meet established deadlines;
- Work irregular schedules including evenings and weekends as required

Education and Experience:

Any Combination equivalent to: An Associate Art degree in television, film, digital media production, fine arts, or related field, and two years of experience in video/audio production and editing.

Physical Demands:

- Dexterity of hands and fingers to operate cameras, video editing equipment, and laptop computers;
- Visual acuity to read computer monitors and video screens and adjust focus;
- Hearing and speaking to receive and exchange information;
- Sit, stand and walk for extended periods;
- Stoop, kneel, crouch and crawl to position audio/visual equipment;
- Lift, push, pull and transport equipment weighing up to 25 lbs.
- Reach overhead to place equipment and supplies.

License:

- California driver license