

## **MEDIA PRODUCTION TECHNICIAN II**

### **NATURE OF WORK**

This is technical and creative work in the production and filming of educational videotape and/or television programmes.

Work involves operating a variety of videotape and/or television equipment in a studio or on location. Work also involves the editing of film, sound tracks and videotapes and includes the production of teaching aides such as slides, films, transparencies, tapes, charts, posters and others. This class is differentiated from Media Production Technician I by the requirement for creativity in production and filming assignments including scriptwriting and selection of art work for programmes. An employee of this class assists faculty members with demonstrations and with special preparations for lectures. Supervision may be exercised over subordinate technical and clerical employees. Assignments are received orally or in writing. Work is reviewed in process or by observation of results obtained.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Conducts production conferences with superiors, subject matter specialists and performers to determine the course of action to be taken prior to and during the filming or broadcast; discusses and selects, with the aid of artists, the various kinds of art work to be used in programmes.

Writes and selects visual materials for programme scripts and inserts; dubs films and tapes when filming and broadcasts are not in progress.

Operates a variety of film, sound and video editing equipment as well as audiovisual devices such as tape recorders, film and slide projectors, cameras, amplifiers, videotape recorders, monitors, receivers, microphones, record players and others.

Consults with teachers to develop or improve audiovisual teaching methods and materials and recommends purchase of additional equipment; provides technical assistance to teaching staff in setting up and operating audiovisual equipment.

Advises teaching staff regarding selection of audiovisual materials for specific classes, based on knowledge of educational needs and materials available.

Prepares audiovisual aids such as projectors, tape recorders, and other sound equipment and films, records, and slides for scheduled use in classrooms; produces teaching aides such as slides, films, videotapes, audio-tapes, transparencies, charts, signs, posters and others.

Operates or directs the operation of closed circuit television systems.

Cleans, adjusts and provides minor maintenance to equipment such as tape recorders, projectors, television monitors and cameras.

May make video and audiotapes of classroom activities for use by educational groups.

### **REQUIREMENTS OF WORK**

Experience in television and/or videotape production; graduation from high school supplemented by completion of a diploma course in media communications or related field; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Knowledge of the techniques, equipment and materials used in videotape and/or television production.

Knowledge of the operation, maintenance and source of supply of a variety of audiovisual devices.

Knowledge of the techniques involved in cleaning, repairing, editing and splicing films and other photographic products.

Knowledge of new audiovisual teaching techniques.

Some knowledge of the operation of closed circuit television equipment.

Ability to operate a variety of photographic equipment.

Ability to produce classroom demonstrations with little or no prior instruction.

Ability to establish and maintain effective working relationships with faculty, staff, students and the general public.

**2511**

**1993.01.22**

**Under Review: 2004.01.05**