

Media Production Technician

Job Code
8192E2

Job Title
Media Production Technician

Pay Grade
25

CONCEPT:

This is specialized, technical work in media production. Work involves producing, editing and duplicating media productions such as videotapes, films, slides, computer software and other media. Work also involves operating media production equipment and keeping an inventory of such equipment and media productions.

TASKS:

- Operates equipment such as videotape cameras, audio recording and lighting equipment and other associated equipment to produce media productions.
- Edits videotape productions into proper formats such as television broadcasts; composes, formats and combines artwork, photographs, special effects, audio and graphics for insertion into media productions to support and reinforce content and delivery.
- Produces slides and slide series; creates duplicates of videotapes, slides and other media production items.
- Keeps records and inventory of media production items and equipment; schedules media production activities.
- Researches new concepts in media production using computer software to develop new production techniques.
- Performs minor maintenance on media production equipment.
- Provides consultation and technical assistance in planning and producing media productions by providing cost estimates, audience response analysis and content evaluation.

LEVELS OF WORK

- Class Group consists of one class.

Minimum Requirement:

One year of experience in media communications/production work. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13