

## **INSTRUCTIONAL MEDIA TECHNICIAN**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is technical work with the responsibility for the installation, operation, mechanical maintenance and repair of instructional media, audio-visual and telecommunication equipment. The work is carried out in accordance with established procedures. Scheduling of work priorities is determined jointly on the basis of user need and departmental workload. Work is performed under the general supervision of an administrative employee of higher rank; technical guidance may be received from specialized staff. Technicians may be required to perform repairs on equipment after their assigned shift; the site of these repairs may be the community college, satellite locations, school districts or the television broadcasting station. General supervision is exercised over student aides or subordinate employees.

### **TYPICAL WORK ACTIVITIES:**

1. Inspects and makes mechanical, optical and simple electronic repairs and adjustments to projection equipment, cameras, tape recorders, television receivers, and other video and sound equipment;
2. Distributes instructional media and audio-visual equipment and materials according to the need of the user or when directed by department supervisors;
3. Develops, edits, records and duplicates computer-generated, recorded or live material to produce AV/TV programs and promotional materials for non-commercial use;
4. Instructs students, faculty and staff in the availability and use of instructional media, audio-visual and telecommunications equipment;
5. Maintains inventory and orders parts; keeps records and makes reports;
6. Inspects, cleans, splices, rewinds, labels and stores films, records, slides and the variety of tape media;
7. Troubleshoots major electronics problems in equipment for specialized repair staff;
8. May install, operate and maintain soundstage and audio equipment, CCTV, and low power broadcast television transmission and receiving equipment;
9. Installs and maintains internal telephone and intercom networks;
10. May install and maintain security surveillance, alarm and monitoring systems;
11. Installs and maintains signal, audio and power cable networks for telephone, television and computer interface systems;
12. May operate still and motion picture projectors, television cameras, and television and sound studio equipment;
13. May record concerts, radio or television programs, seminars, conferences or special events, plays or other theatrical performances when assigned;
14. May give technical assistance and instruction to students in stagecraft and communications classes; may assist in stage lighting, set design and construction;
15. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of the repair, maintenance and operation of instructional media and audio-visual equipment, and the non-electronic components of telecommunications equipment; good knowledge of the tools, terminology and safety precautions involved in instructional media, audio-visual and telecommunication equipment repairs; good knowledge of the theory of audio-visual equipment; working knowledge of the care and storage of films, tapes, records and supplies; working knowledge of stage set design and lighting; ability to understand and carry out complex oral and written instructions; ability to communicate effectively both orally and in writing; good hand and eye coordination; manual dexterity; physical condition commensurate with the demands of the position.

**INSTRUCTIONAL MEDIA TECHNICIAN** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER:       (A)     Completion of an acceptable formal educational program designed to prepare students for a career in instructional media or audio-visual technology or repair;
- OR:            (B)     One year of work experience in the repair of radios, television, projection, audio or visual recording, or related equipment;
- OR:            (C)     An equivalent combination of training and experience as indicated in (A) and (B) above.

**SPECIAL REQUIREMENTS:**

Eligibility for the appropriate level New York State Driver's license at the time of application. Possession of license at time of appointment.

Employees in this class will be required to obtain an F.C.C. Restricted Radiotelephone Operator Permit within six (6) months from date of employment which must remain current during the entire period of employment.

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REVISED:   08/16/78  
              06/02/86  
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              07/01/91