

MEDIA TECHNICIAN 1

GENERAL

Incumbents at this level provide technical services in connection with repair and maintenance of audio-visual equipment. The 1 level is considered the recruitment and training level, however, it is also utilized as a working level where the size and scope of a program necessitates its use.

OR

Incumbents at this level provide production assistance in connection with media programming. Incumbents will develop production techniques and learn the basic components of media programming. The 1 level is considered the recruitment and training level, however, it is also utilized as a working level where the size and scope of a program necessitates its use.

TYPICAL DUTIES

- Performs general maintenance and repair work to all audio-visual equipment including 16 mm and 35 mm projectors, overhead and film loop projectors, reel to reel and cassette audio recorders, turntables, microfilm readers, language labs, monitors, etc.
- Operates various kinds of media production equipment such as video tape recorders, audio tape recorders, projectors, audio mixers, electronic switching units and cameras, etc.
- Assists in the set-up of production such as setting record levels and inter-connecting equipment.
- May be responsible for maintaining, cataloguing, distributing and recovering audio-visual materials and equipment including support literature and program material.
- Performs other related duties as assigned.

OR

- Provides production support materials in one or more of the following areas: print, graphics, transparencies, audio and/or video recordings, 35 mm slides, photographs, 16 mm film, etc.
- Edits and/or duplicates media materials.
- Assists in studio or on-location preparation and set-up of microphones, lights, scenery, props, as well as support equipment and materials.
- May be required to assist in the production of graphic and other visual elements of educational materials and audio-visual aids.
- Performs other related duties as assigned.

“This information is available in alternate formats upon request.”

QUALIFICATIONS

Knowledge, Abilities and Skills

- Technical ability and some knowledge of media reproduction equipment.
- Ability to work with others in a co-operative manner.

OR

- Some knowledge of media equipment and materials.
- Creative and artistic ability.

Education, Training and Experience

- Some experience in the technical aspects of audio-visual production.

OR

- Some experience in the production of support materials for media programming.
- Training in the media and audio-visual field would be considered an asset.

MEDIA TECHNICIAN 2

GENERAL

- Incumbents at this level perform a variety of duties connected with the repair, maintenance and operation of all media equipment.
- This level is considered the full working level of the Media Technician series and as such, is responsible for the repair and maintenance of all media equipment, under limited direction. Incumbents at this level may have some supervisory responsibility in a small media repair operation.

OR

- Incumbents at this level perform a variety of duties in connection with media productions. The incumbent becomes involved in the planning and organizing of media programs with responsibility for one or more elements of a completed media package.

TYPICAL DUTIES

- Installs, repairs and maintains all media production equipment including audio-visual and video systems.
- Assists junior technicians in repairs and installations.
- Operates various kinds of media production equipment including video tape recorders, audio tape recorders, audio mixers, electronic switching units, cameras and projectors.
- Requisitions and maintains a stock of replacement parts.
- Works with other members of the department in the planning of media productions.
- Sets up media production equipment.
- May supervise the work of junior technicians.
- Performs other related duties as assigned.

OR

- Responsible for the production of support materials in one or more of the following areas: print, graphics, transparencies, audio and/or video tape recordings, 35 mm slides, photographs, 16 mm film, etc.
- Operates various kinds of media production equipment
- Edits and/or duplicates media materials.
- May be responsible for studio or on-location preparation and set-up which may include microphones, lights, scenery, props, as well as support equipment and materials.
- Works with members of the department and/or clientele in the planning, producing and distributing of media programs.
- Instructs personnel in the operation of media equipment.
- May be responsible for equipment and studio bookings.
- May be required to provide graphic and other visual elements of educational materials and audio/visual aids.
- Researches and/or writes scripts or copy and distributes information.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

- Thorough knowledge and high interest in media reproduction equipment.
- Ability to work with others in a co-operative manner.
- Ability to exercise initiative in the performance of his/her duties.

OR

- Ability to work with others in a co-operative manner.
- Ability to exercise considerable initiative in the performance of his/her duties.
- Skill in media production techniques and the use of equipment.
- Creative and artistic ability.

Education, Training and Experience

- A certificate or diploma in electronic servicing with at least two years' directly related work experience.

OR

- A certificate or diploma in media, with at least two years' directly related work experience.

MEDIA TECHNICIAN 3

GENERAL

This is responsible supervisory work where the incumbent develops and co-ordinates all technical aspects of a production centre. An incumbent is responsible for planning, organizing and ensuring completion of all installation, overhaul and repair of media production equipment and systems. Incumbents are expected to train staff in the methods of diagnosing equipment and system failures.

OR

An incumbent co-ordinates all technical aspects of the maintenance, overhaul and repair of a broadcast quality system. He/she is responsible, as well, for the planning, design and construction of related equipment or systems. He/she is the quality control person for both maintenance and production activities of the centre. Supervision is received as to policy direction and objectives, and the incumbent will be required to give supervision to others when so delegated by his superiors.

OR

Incumbents at this level are responsible for supervision of the production of support materials in one or more areas. He/she plans and co-ordinates all facets of planning, design and development of projects, submitting finished products to the producer.

TYPICAL DUTIES

- Supervises all junior technicians in repair, overhaul, installation and operation of media production equipment.
- Determines work schedules, job priorities and estimates material and labour costs.
- Advises superiors and acts as consultant to other departments in the purchase of equipment.
- Responsible for all testing and evaluation of media equipment and systems.
- Identifies where modifications or additional equipment are needed in a media production system.
- Acts as technical advisor in media productions.
- Responsible for maintaining technical quality in media programming.
- Responsible for the development and improvement of technical aspects in a production centre.
- Works with other members of the department in the planning of media productions.
- Trains junior maintenance technicians.
- Performs other related duties as assigned.

OR

- Plans and carries out the necessary maintenance, overhaul and repair of equipment assigned to his/her care.
- Requisitions and maintains an adequate stock of repair and replacement parts.
- Provides estimates of material and labour costs of modifications to the existing system.
- Assists in the production of programs and with the editing, dubbing and distribution.
- Performs other duties as they may be assigned respecting the overall operation of the section.

OR

- Supervises the production of or personally produces graphic displays, still or motion photography, videography, print materials and audio recording.
- May be responsible for the distribution of media software as requested.
- Responsible for the planning, developing, implementing and evaluating of media projects as assigned.
- May be required to operate various kinds of media production equipment.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

- Up-to-date knowledge of the technical advancements in this field and how it relates to production.
- Knowledge of human relations concepts.
- Ability to plan, assign and supervise the work of subordinates.
- Ability to organize all technical activities and resources in a production centre.

OR

- Wide knowledge of audio-visual equipment.
- Extensive working knowledge and experience with solid state electronics with emphasis on its application to colour broadcast television and related audio systems.
- Ability to diagnose and correct electronic problems rapidly.
- Ability to design or modify systems to meet specific requirements.

OR

- Good knowledge of basic media techniques required for design and production.
- Good knowledge of methods, material, and tools employed in media design and production.
- Ability to plan, assign and supervise the work of subordinates.
- Creative and artistic ability.

Education, Training and Experience

- Basic certificate or diploma in electronic servicing with at least five years' directly related work experience and some supervisory experience.

OR

- A certificate in electronic servicing, with a minimum of five years in audio-visual field with at least three years directly involved with a broadcast quality production studio.

OR

- Certificate or diploma in media with at least five years' experience.