

INSTRUCTIONAL MULTI-MEDIA COORDINATOR

DEFINITION

To direct and schedule the usage of the Instructional Resource Center (IRC); to conduct workshops for staff; and to promote instructional multimedia in the college and the community.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Manager of Technology Services.
May exercise technical or functional supervision over student assistants.

EXAMPLES OF DUTIES - Duties may include, but are not limited to:

Direct and schedule the usage of the Instructional Resource Center (IRC).

Coordinate all productions and multimedia operations of the IRC.

Produce multimedia applications including web pages, Internet based classes, computer based training, instructional computer discs, computer presentations, distance education and other forms of instructional technology.

Conduct workshops for staff and student apprentices on various aspects of multimedia production and equipment operation.

Provide necessary liaison activities as well as staff and technical assistance to related instructional multimedia activities, and equipment operations.

Provide technical support in the purchasing and installation of equipment.

Troubleshoot equipment and arrange for vendor support.

Coordinate the use of computers and multimedia equipment and facilities.

Establish and maintain software library control systems.

Perform technical direction of multimedia presentations.

Actively promote instructional multimedia or training videos in the community.

Assist in producing, directing and making video programs for curriculum enhancement and the college's television channel.

Coordinate teleconferencing and distance learning applications and other activities of the college as appropriate.

Perform related duties as assigned.

MINIMUM QUALIFICATIONSKnowledge of:

Principles and applications of instructional multimedia television and training techniques.

Operations and maintenance of computer hardware and related software.

Methods for developing and directing pre and post production of multimedia assets.

Filing and cataloging procedures.

Skill to:

Communicate effectively both orally and in writing.

Work independently in the absence of supervision.

Train college faculty, staff, and student assistants.

Operate equipment used in the production and operations of multimedia productions and presentations.

Troubleshoot equipment.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Four years of paraprofessional or professional experience involving planning, organizing, coordinating or promoting television or telecommunications programs or multimedia operations directing technical operations, coordinating production activities and operation of video and allied equipment.

Training:

Equivalent of an Associate degree in mass communications, media communications, radio and television, broadcast communication arts or a closely related field.