

**MEDIA DESIGN SPECIALIST**

**DEFINITION**

To design, develop, and produce instructional materials in the Media Design area; to coordinate and schedule the production and delivery of graphics services; and to provide responsible, technical staff assistance.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the departmental manager.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Design, develop, and produce graphics materials which are used for instructional purposes by faculty and staff on a particular District campus facility; produce graphic material for non-instructional uses by the District.

Design, lay out, and produce original artwork for such graphics applications as handouts, covers, charts, and graphs; produce publicity and advertising materials, such as posters, brochures, and programs. Work closely with faculty and staff to determine graphics needs and appropriate methods to be applied.

Determine appropriate media, materials, and design of graphics to be produced. Schedule, coordinate and prioritize graphics projects to ensure effective and efficient results.

Troubleshoot, maintain, and perform minor repair on equipment used.

Prepare purchase orders and review material needs with vendors and suppliers.

Assist in budget preparation, providing input as to what materials, supplies, and equipment are needed.

Operate wide production and recording equipment, including cameras, video tape recorders, video graphic computers, and related control equipment.

Perform a variety of photographic related responsibilities, such as shooting and developing slides and film, creating special graphics effects from slides and film, and maintaining photographic files.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

A wide variety of state-of-the-art graphics media, materials, supplies, and equipment, and their uses and applications.

Principles, practices, methods, and techniques of graphics design.

Uses and operation of photographic equipment and materials.

(Over)

Knowledge of: (Continued)

Applications of graphics to instructional and learning programs.

Effective communication methods, both oral and written.

Modern practices and procedures used in purchasing, budgeting, and personnel management.

Skill to:

Design, lay out, and produce original artwork for instructional and informational purposes.

Schedule and prioritize work to accomplish expected results in an effective, efficient, and timely manner.

Operate and maintain photographic equipment and supplies.

Perform assigned responsibilities with a significant degree of independence and judgment.

Work well with instructors, students, staff, vendors and others encountered in the normal course of work.

Learn, interpret, and apply District policies and procedures.

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:

Three years of increasingly responsible work experience performing duties comparable to those assigned to a Media Design Technician II.

Training:

Equivalent to a Bachelor's degree in art or a related field.