

MEDIA DESIGN TECHNICIAN I
MEDIA DESIGN TECHNICIAN II

DEFINITION

To design and create a wide variety of graphic material for use in instructional programs and community services.

DISTINGUISHING CHARACTERISTICS

Media Design Technician I

This is the entry level class in the Media Design Technician series and positions within this class are considered to be in a training status. Work at this level is distinguished from that of the Media Design Technician II in that the duties are of a standard and prescribed nature. As experience is acquired, the employee performs with increasing responsibility.

Media Design Technician II

This is the journey level class in the Media Design Technician series. Positions in this class are normally filled by advancement from the lower class of Media Design Technician I, or, when filled from the outside, require prior media design work experience. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualifications standards for the class.

Positions assigned to this class may be distinguished from those allocated to the lower level of Media Design Technician I by the higher level of applied knowledge and skill in media design, and the staff assistance to higher level supervisory positions which is required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the departmental manager. May receive technical or functional supervision from the Media Design Specialist

EXAMPLES OF DUTIES

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

Consult with staff desiring graphic arts services to develop working idea of project; do research to acquire background information to assure authentic graphic presentation.

Advise staff on best ways of achieving their purpose through use of graphic or pictographic materials.

Design and prepare a wide variety of graphic and audio-visual materials, such as photographs, television tapes, overhead transparencies for classroom use, signs for campus use, brochures, posters, and flyers.

May perform drafting of maps, forms, structural designs, etc.; do freehand lettering for posters, programs, signs, maps, etc.

(Over)

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EXAMPLES OF DUTIES (CONTINUED)

Lay out and paste up material to be photographed.

Shoot and develop black and white photographs and print as needed; shoot color slides; operate stat camera.

Select appropriate type and give to the printer; coordinate with typesetter and printer.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Media Design Technician I

Knowledge of:

Graphics arts design techniques.

Principles of form and color.

Materials and equipment used in mechanical and freehand drawing and lettering.

Methods and techniques of drawing, tracing, and mapping.

Typography and printing processes.

Skill to:

Create artistic designs, photographs or products to be used in the instructional and community services programs.

Produce skilled artwork by freehand or mechanical means.

Arrange, lay out, and make effective use of visual materials.

Learn to use professional photographic equipment and do photographic laboratory work.

Analyze situations accurately and adopt an effective course of action.

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:

None required

Training:

Equivalent to a Bachelor's degree with major work in creative art or media design.

Media Design Technician II

In addition to the minimum qualifications for Media Design Technician I:

Knowledge of:

Photography equipment and methods, including darkroom techniques.

Television production and recording equipment, including cameras, video tape recorders, and related control equipment.

Skill to:

Produce skilled photography work.

Use professional photographic equipment and do photographic lab work.

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:

Two years of experience performing duties similar to those assigned to a Media Design Technician I.

Training:

Equivalent to a Bachelor's degree with major work in creative art or media design.