**BOARD OF EDUCATION**

 **Saskatoon School Division No. 13**

 **P O S I T I O N D E S C R I P T I O N**

**Position: MULTI-MEDIA SPECIALIST**

**Immediate Supervisor: MANAGER, CENTRAL RESOURCE CENTRE**

**Core Function:**

Under the general supervision of the Central Resource Centre Manager, the Multi-Media Specialist provides technical assistance and demonstrates, to staff and students, the use of a wide range of multimedia equipment including that associated with television production, post production and the instructional computer lab. Additional responsibilities include the maintenance of inventories of multimedia equipment and supplies within A/V Services, arranging the loan of multimedia equipment and assistance in the production of video and other multimedia productions as required.

**Duties and Responsibilities:**

1. Maintains an inventory of multimedia equipment and materials, receives requests for loan, book equipment, packs, labels and arranges delivery.
2. Records receipt of items returned; checks for completeness, condition and traces shortages and damage.
3. Performs all aspects of photography including studio photography, event photography, marketing photography, time-lapse photography, photo processing, digital asset management and distribution.
4. Instructs teachers, students and others in the operation of a range of multimedia equipment and in the use of the Telemedia studios and post production facilities.
5. Provides technical assistance in the production of multimedia materials.
6. Maintains all multimedia production equipment within the CRC in good working order.
7. Advises staff in equipment selection and replacement.
8. Performs a variety of technical operations such as video and/or digital production, editing and presentation.
9. Transports equipment that needs repair to and from various shops within the city.
10. Assists with special events planning, operation and support.
11. Assists with setup, takedown and performance of special a/v presentations occurring at various schools and/or facilities within the city.
12. Assist the Central Resource Centre manager with A/V Services budget management.
13. Work with outside organizations and partnerships.
14. Performs such other duties as may be required to meet organizational deadlines and objectives.

**Qualifications:**

1. Grade 12 or equivalent;
2. Successful completion of a two-year program in electronic technology and/or television production.
3. 2 – 3 years of previous related experience.
4. Ability to work independently and part of a team.
5. Hold a valid driver’s license and access to a reliable vehicle.
6. Strong interpersonal, communication and customer service skills.

January 2016