**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: CHIEF TECHNOLOGY OFFICER**

**Core Function:**

Under the general supervision of the Chief Technology Officer, the Multi-Media Specialist provides a variety of photography and videography production services to the school division. The position also provides technical assistance and demonstrates, to staff and students, the use of a wide range of multimedia equipment including those associated with television production, post production and an instructional computer lab. Additional major responsibilities include the production of video, photo and other multimedia productions and maintenance of inventories of multimedia equipment and supplies within A/V Services.

**Duties and Responsibilities:**

1. Performs all aspects of photography including studio photography, event photography, marketing photography, time-lapse photography, photo processing, digital asset management and distribution.
2. Production of video, photo, and other multimedia video production, editing and presentation.
3. 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.
4. Maintains an inventory of multimedia equipment and materials, receives requests for loan, book equipment, packs, labels and arranges delivery.
5. Records receipt of items returned; checks for completeness, condition and traces shortages and damage.
6. Provides technical assistance in the production of multimedia materials.
7. Maintains all multimedia production equipment within the CRC in good working order.
8. Advises staff in equipment selection and replacement.
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 Chief Technology Officer 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 2022