

MULTI MEDIA FACILITIES COORDINATOR

I. TITLE DEFINITION

MULTI MEDIA FACILITIES COORDINATOR

Positions allocated to this title definition set up and operate audio, video and telecommunications equipment for internal conferences intended for local use; record conference proceedings and/or dub tapes of existing conferences or programs for school districts, internal staff, or other users; prepare invoices for clientele; maintain an audiovisual library; and assist in the distribution of conferences and/or formal coursework via satellite or other means of telecommunications. Positions work with outside clients from the public or private sector who wish to broadcast learning material via satellite or other appropriate means; use a wide variety of production methods and media (i.e. audio, video, satellite etc.); advise management on the most appropriate method of presentation and transmission; and advise management on equipment purchases. Work is performed under general supervision.

II. RELATED TITLES

Media Technician