MEDIA TECHNICIAN

JOB DESCRIPTION

Reports to: Curriculum Leader, Creative Arts

Department: Creative Arts

POSITION SUMMARY

The Media Technician provides technical assistance to the media teachers and students in the Senior School.

ESSENTIAL CRITERIA

i)   **Education & Training**
Completion of or currently studying a recognised tertiary qualification in Media or a relevant discipline

ii)   **Core Competencies (Knowledge, Skill & Experience)**
- A sound understanding of Apple Mac computers and comfortable using them on a regular basis
- Previous experience in a production environment and using associated media technology
- A good understanding of media production processes and theory
- Ability to correctly store, organise and maintain media equipment and resources
- Excellent written and verbal communication skills
- Demonstrated organisational skills

iii)   **Additional Requirements & Values**
- Self-motivated with the ability to manage time independently
- Ability to prioritise tasks and activities and be able to respond to new tasks and priorities at short notice
- Ability to develop a professional working relationship with staff and students
- The ability to maintain confidentiality in relation to student performance
- Positive outlook with the willingness to become involved in Scotch College life
- Demonstrated ability to embrace Scotch College Values of Service, Integrity & Stewardship underpinned by the values of the Uniting Church in Australia (UCA); in particular the UCA Charter of Education
- Demonstrated ability to abide by organisational Health & Safety Policy, Procedures & Guidelines

CORE RESPONSIBILITIES & TASKS

Resources
- Create, edit and produce media items   - Create of audio-visual resources for student learning under the direction of media teachers   - Liaise with Information and Learning Technology staff to discuss media requirements, as required   - Be available for the preparation and exhibition of student production work outside of school hours as requested by Media teachers

Equipment
- Check, organise and perform basic maintenance on media technologies   - Ensure all audio-visual equipment, such as sound systems and projector systems are in good working order   - Ensure that equipment is properly maintained and stored in the appropriate place; materials are stored in appropriate containers and replaced after use by class groups.   - Liaise with library staff to ensure that there are up-to-date records of media equipment   - Issue media equipment to media students, maintain accurate records for borrowing and follow up as requested by media teachers   - Send equipment away for repair and maintenance to known suppliers and arrange for the collection   - Order equipment and resources under the direction of Curriculum Leader, Creative Arts as required   - Maintain and organise departmental records as requested by the Curriculum Leader, Creative Arts   - Assist in the build and storage of teaching resources as requested by the media teachers

This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.

Employee Name: _____   Employee Signature: _____   Date: _____

Updated 27 March 2017