

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

MULTIMEDIA TECHNICIAN

QUALIFICATIONS

- Associate's Degree.
- Three (3) years of professional work experience as a photographer, videographer, editor, multimedia equipment support, or related fields.
- Portfolio providing evidence of work experience, photography, and video editing skills.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of current and evolving technologies in the field of mass media and photography.
- Knowledge of video and audio production equipment, operations, and software.
- Ability to work independently and ensure assigned workforce achieves accurate and timely results.
- Ability to effectively communicate both orally and in writing with all levels of the organization and the general public.
- Ability to multitask and meet deadlines.
- Ability to work a flexible schedule, which may include nights and weekends on occasion.

SUPERVISION

REPORTS TO Multimedia Producer
SUPERVISES No Supervisory Duties

POSITION GOAL

To create digital media tools and video assets that will promote Seminole County Public Schools and its many innovative programs in support of the District's overall communications plan.

PERFORMANCE RESPONSIBILITIES

1. *Video record School Board Meetings, Discipline Hearings, ribbon cuttings, meetings/assemblies, interviews, green screen setups, and other special events.
2. *Edit video into news-style packages and event recaps with little-to-no guidance.
3. *Assist with redacting legal videos, as required.
4. *Assist with setup, breakdown, and operation of single or multi-camera live streams.
5. *Photograph individuals or groups, when requested or at special events.
6. *Edit photographed images with little-to-no guidance and post them to social media.
7. *Assist with audio-visual setups, support, and maintenance for the Board Room or other rooms as needed for meetings and special events.
8. *Work with various clients, or independently, to develop District-related stories for press/public use including distribution on various social media outlets.
9. *Maintain digital signage to keep content up-to-date and timely.
10. *Maintain records, when required.
11. *Operate all video, photographic, and audio production equipment required to produce a finished program.
12. *Communicate to the Multimedia Producer the status of outstanding projects and the progress attained in meeting program goals and objectives.
13. *Support lines of communication with internal and external stakeholders for purposes of identifying appropriate modes and strategies for preparing and delivering content.
14. *Configure newly purchased multimedia equipment to meet District standards.
15. *Perform general diagnostics on stand-alone/networked multimedia equipment and applications.

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16. *Assist with the Communications Department inventory.
17. *Interact with and support other SCPS departments, school, and partner agencies in developing video productions to promote, educate, and inform citizens of District programs, services, and special events.
18. Perform other duties as assigned by the Multimedia Producer.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard Office Equipment; Digital/Multimedia Equipment to include Video Cameras, Digital Cameras and Production Gear; and Editing Software to include Adobe Creative Suite, Adobe After Effects, Adobe Premier Pro, and Apple Final Cut Pro

PHYSICAL REQUIREMENTS

Medium Work Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

D-08 \$41,852 - \$74,325
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 40
Annual Hours 2064

POSITION CODES

PeopleSoft Position TBD
Personnel Category 15
EEO-5 Line 50
Function Vary
Job Code 2120
Survey Code 77224

FLSA

Applicable
 Not applicable

BOARD APPROVED

March 9, 2021

Previous Board Approval

ADA Information Provided by Michael Lawrence
Position Description Prepared by Michael Lawrence