



## MULTIMEDIA COORDINATOR

**SALARY GRADE:** [C1-56](#)

### DEFINITION:

Under the direction of an assigned administrator, provide extensive, high-level technical support for the college in the form of multimedia coordination, quality field and classroom recording, including the performing, oversight, troubleshooting of lecture capture classroom technology; editing of long- and short-form video; transcription, captioning support and related technical services to support the goals of the college. Work closely with the multimedia producer, web staff and other members of the Marketing/Communications team.

### EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Primarily perform high-quality multimedia recordings, both individually and with the multimedia producer and student assistants on occasion, for the website, college promotion, instructional needs and special projects using various equipment.
2. Perform key duty of post-production video and audio editing using current editing software.
3. Encode, compress and convert video.
4. Manage highly organized library of multimedia archives and related digital content assets.
5. Operate lecture capture classroom technology for online and hybrid courses. Provide direct support and troubleshoot issues. Understand and adhere to guidelines relating to accessibility. Advise on best practices for capturing high-quality online educational multimedia content.
6. Provide technical support for captioning needs; cultivate, maintain relationships with outside vendors for captioning services. Reconcile billing.
7. Provide quality technical support for college special events, including multimedia recordings, video projection and audio support. Provide assistance and direction for technical needs of complex productions.
8. Provide web conferencing support.
9. Work with assigned administrator and other staff to generate new ideas and solutions.
10. Guide and oversee the work of student assistants; oversee and assess work for course credit.
11. Actively maintain and remain up to date on current and emerging technologies in the field.
12. Serve as a resource to others for data, research, special projects, schedules and other information pertaining to the assigned area.
13. Provide quality transcription of multimedia as needed.
14. Attend meetings as assigned.
15. Perform related duties as assigned.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

1. Competency in multimedia production techniques including videography, audio recording, editing, compression and file delivery.
2. Lighting skills for interior and exterior shoots.
3. Best practices for use of video for web.
4. Web accessibility guidelines.
5. Relevant current technologies, including multimedia recording, editing and graphics software.
6. Detail-oriented transcription skills.
7. Project management principles, practices, techniques, and tools.
8. Captioning support skills.
9. District policies and objectives.
10. Operation of computers (Mac and PC) and assigned scheduling software and graphics software.
11. Time management skills.
12. Technical aspects of field of specialty.
13. Interpersonal skills using tact, patience and courtesy.
14. Oral and written communication skills.
15. Planning and coordinating the day-to-day activities related to multimedia.
16. Applicable laws, codes, regulations, policies and procedures related to multimedia.
17. Principles of training and providing work direction to others.

### **Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Adapt to the use of different software and an environment of changing assignments and priorities.
3. Plan and organize projects, programs, and events.
4. Implement program policies and guidelines.
5. Provide for program reporting and accountability.
6. Train, provide work direction, and guidance to others.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Establish and maintain cooperative and effective working relationships with others.
9. Operate a computer and various multimedia equipment.
10. Analyze situations accurately and adopt an effective course of action.
11. Meet schedules and time lines.
12. Work independently with little direction.
13. Plan and organize work.
14. Remain current regarding trends in assigned field with a willingness to continuously upgrade skills.

### **Education and Experience**

Any combination equivalent to:

1. Associate's degree in a related field.
2. Six (6) years related work experience including videography and audio/visual editing using current software.

### **Preferred Qualifications:**

1. Bachelor's degree in a related field.
2. Creative videography and editing techniques.
3. Advance lighting knowledge.

**WORKING CONDITIONS:**

**Environment:**

1. Office environment.
2. Occasional outdoor work for field shoots.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling objects up to 50 lbs.

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