UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Media Supervisor (CCE)

DIVISION: Academic Affairs (CCE)

REPORTS TO: Manager, CCE/Facilities & Operations

GRADE: 9

SUPERVISES: Supervises technical staff and students

BASIC FUNCTION:

Schedule, set up and distribute all audiovisual hardware and software and assist with their use; operate video systems and production equipment; assist with the production of audiovisual software and maintain the Distance Learning Studio and TV Studio.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Script, schedule, shoot (studio and remote) and edit videotape productions as requested by College departments and approved by the Manager, Facilities and Operations.

Set up and test the closed circuit television system for transmission of all teleconferences using satellite communications; videotape on-site keynote speakers and record the teleconference from the satellite signal.

Deliver and/or supervise and instruct student help and other media staff in the delivery, set up and retrieval of audiovisual hardware and software for classroom use.

Schedule AV hardware and software for faculty and students within and outside the LRC and assist them with their use; maintain a running inventory of hardware distribution schedules; inspect audiovisual hardware and software and make appropriate service requests.

OTHER DUTIES AND RESPONSIBILITIES:

Schedule, assist and instruct staff and students in the use of the Mini TV Studio, rear screen projection area and multimedia laboratory.
LICENSES, TOOLS AND EQUIPMENT:

Audiovisual production and playback equipment, projectors, cameras.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree required, master's degree preferred, in related discipline (adult education, instructional technology, communications, journalism). Demonstrated experience in technical training required, as is a background in media, including at least five years of experience in audiovisual support functions, preferably in higher education. Demonstrated expertise in creation and maintenance of media systems, including closed circuit TV, teleconferencing, TV studio operation and distance learning support systems required. Demonstrated ability in selection, set up and operation of appropriate audiovisual instructional aids including, but not limited to, video, stage sound and lighting systems, opaque/overhead slide projectors, 16mm film projectors, audio tape equipment, and video editing required. Demonstrated expertise in creating new media support systems for college level instruction, including computer-generated story boards and graphics also required.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.