

Class Code:.....0396
Position #:(PTAA)(NE)...
Developed by:.....LA
Reviewed by:.....SG
Approved by:.....LK
Date:.....11/11

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Technician (New Media)
DIVISION: Advancement
REPORTS TO: Supervisor, New Media
GRADE: 7
SUPERVISES: Student technicians

BASIC FUNCTION:

Assist the Supervisor of New Media in providing multi-media projects and in implementing plans for livecasting and video components that enhance the University's brand, and which support the communication activities of the Department of Communications and Marketing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Supervisor of New Media, work with clients to coordinate all technical, computer and Web-based requirements to livecast and/or videotape University events.

Film and broadcast events, and operate multiple cameras. Coordinate audio with in-house sound system or third-party AV company.

Upload broadcast footage to Final Cut Pro, edit footage and re-sync audio. Upload to URI YouTube page.

Operate and maintain equipment in Big Thinkers Studio.

OTHER DUTIES AND RESPONSIBILITIES:

Coordinate student technicians.

Respond quickly, troubleshoot in ever-changing situations, and resolve technical difficulties as they arise.

Provide files for URI Today, Inadvance, Web video, and YouTube.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Proficiency in the following: Final Cut Pro, Adobe Premiere, Adobe Media Live Encoder, VidBlaster, YouTube. Competency with film and sound editing.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor's degree; 1 year professional experience with new media; demonstrated experience using DSLR Camera (video and still); demonstrated experience using Sony and Canon digital video cameras (tape); demonstrated proficiency with Adobe Premiere Software and Final Cut Pro Software, as well as experience with Adobe Media Live Encoder, VidBlaster, and YouTube; demonstrated lighting experience, including for both still and video; demonstrated audio recording experience; demonstrated competency with film editing; demonstrated basic knowledge of Flash Media Server and intended software; demonstrated strong interpersonal skills, and written and oral communication skills; ability to organize, coordinate, and supervise student technicians.

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