

The University of Texas at San Antonio

Job Description

Job Title: Media Specialist
Code: 8537
Salary Grade: 56
FLSA Status: Non-Exempt
Department/Division: Institute of Texan Cultures
Reports To: Manager, Information Systems and Technology

Summary

- Function: To provide technical skills in the development, design and installation for multimedia and audio-visual shows and productions.
- Scope: Responsible for the programming, preparation, operation and maintenance of multi-media audio-visual presentations and audio-visual equipment.

Duties

- Typical:
 1. Installs, operates, adjusts and maintains audio-visual equipment including projectors, monitors, public address systems, computers, cameras, recorders and others in classrooms, theaters, exhibits and conference rooms.
 2. Develops multimedia shows; assists in media production; provides expertise and planning for special shows.
 3. Performs repairs and maintenance on equipment.
 4. Coordinates, plans and provides audio-visual set-up and support for special events and projects.
 5. Programs video servers and controllers.
 6. Develops and maintains video conferencing capabilities.
 7. Collaborates with peers to develop facility use schedules.
 8. Perform additional duties as assigned.
- Periodic:
 1. Assists in developing and implementing policies and procedures for the efficient execution of special events.
 2. Maintains knowledge of current technologies and recommends improvements to administrators.

Education

Required	Preferred
Associate's Degree from an accredited institution or completion of a technical training program in audio and video equipment repair.	Bachelor's degree from an accredited institution in a related field.

Other Requirements

Required	Preferred
Demonstrated knowledge of media software such as MS PowerPoint, basic movie makers and kiosk development.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years of experience in multimedia show development and the programming, operation and maintenance of audio and video equipment.	Similar experience in a museum or theatrical environment.

Equipment

Required	Possible
Standard tools and equipment related to the audio-visual field.	N/A
Personal computer and other standard office equipment.	
Must be able to lift 50 pounds with or without accommodation.	

Working Conditions

Usual	Special
Usual museum environment.	Movement may be restricted by workspace.
Some exposure to hazards associated with electrical equipment.	Occasional work in areas of poor ventilation.
Work is often performed with inadequate lighting.	Occasional work at high heights.

Supervision

Received	Given
Assignments received in the form of oral or written work orders. General supervision from designated supervisor.	Detailed instruction to assistants and/or helpers.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.