

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Instructional Media Technician

**BASIC FUNCTION:** Under the supervision of the area Manager, responsible for coordinating setup and operation of audiovisual, television and computer-based media for classrooms, libraries and special events; television operations, including KRCC Channel 25 cable Television, a satellite down linking facility and video conferencing system; production of educational/promotional/administrative media materials and programs; technical maintenance.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Produces, directs, scripts, records, mixes, edits, and duplicates audio and video productions for district-wide educational/promotional media presentations.
2. Edits script in pre-production scripting phase to ensure narration is in step with the stated goals of the production; resolves unexpected production problems during shoots; and during post-production editing phase makes decisions to get the program's point efficiently across to the target audience.
3. Schedules and maintains the IMC's Multi Media Production areas including Audio/Video Editing Suites and Video Studio.
4. Organizes and maintains the IMC's Production/Stock Tape Storage Room where production/telecourse masters and archival footage are housed.
5. Records, duplicates, repairs, and distributes RCCD's Telecourse collection for the District's two cable stations (KRCC Riverside & Moreno Valley) and three campus libraries (Riverside, Moreno Valley, and Norco).
6. Assists with the day-to-day operation of the Instructional Media Center/Media Distribution Center including satellite teleconferences, videoconferences, equipment delivery, set up, and break down.
7. Assists with the programming and operation of RCCD's cable station (KRCC).
8. Participates in District-provided in-service training programs.
9. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
10. Performs other duties, related to the position, as assigned.

**EDUCATION:** An associate degree from an accredited institution is required.

**EXPERIENCE:** At least two years of closely related experience in production and/or broadcasting of media materials and the operation and maintenance of media equipment are required.

**LICENSES/CERTIFICATIONS:** None.

**KNOWLEDGE OF:**

**ABILITY TO:**

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**CONTACTS:** Co-workers, other departmental staff, faculty, RCCD's open campus, and vendors.

**PHYSICAL EFFORT:** Requires the ability to exert some physical effort, such as walking, standing and light lifting; dexterity in the use of fingers, limbs and body in the operation of media equipment. Tasks require extended periods of time at computer/video screens during editing.

**WORKING CONDITIONS:** Normal media environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.