

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Television Studio Technician

**BASIC FUNCTION:** Under the supervision of the area Vice President, the Television Studio Technician is responsible in assisting in all technical and operational aspects related to television, film, multi-track sound recording, and multimedia production as related to the film and television department. The Television Studio Technician will be responsible in assisting in the planning, maintaining, and improvements to the television studio, sound recording studio, control room facilities and all working components related to the area; supports and works with faculty and staff, supervises student aides, performs setups and strike of all video, audio and computer equipment, etc., perform all aspects of television and sound production.

**PROVIDES WORK OR LEAD DIRECTION TO:** Short-Term employee(s) and/or Work Study student(s).

**REPRESENTATIVE DUTIES:**

1. Installs, configures, and maintains all equipment related to video and audio production.
2. Performs and provides training as needed in preventive maintenance, minor repair and proper use of television, film, multi-track sound recording, multimedia and diagnostic equipment.
3. Assists in and implements on-going maintenance schedule and procedures for equipment and facilities.
4. Assists and takes part in the general supervision of students' use of equipment and facilities.
5. Work with faculty and staff informing students of the proper use of equipment and facilities.
6. Develops and maintains equipment inventory and takes part in equipment checkout for students' use.
7. Provides support for students in the completion of television, sound, film, and multimedia projects and assignments.
8. Assists in researching prices and capabilities of equipment and makes recommendations for purchase within a given budget and ensures compatibility with existing equipment and facilities.
9. Participates in extra special projects (that are not part of daily typical tasks) in support of district marketing and community outreach goals; assists the television production studio specialist in the production, post production, video/audio editing, mixing and computer generated graphics and titles of such projects.
10. Maintains an understanding of current and new technologies in television, video, film, sound recording, and multimedia.
11. Participates in planning and implementation of any remodeling and upgrading of the facilities, recommends purchase of maintenance and capital supplies through appropriate manager.
12. Assists in the plans and implementation of facilities and equipment repairs and maintenance.
13. Participates in District-provided in-service training programs.
14. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
15. Performs other duties, related to the position, as assigned.

**EDUCATION:** Any combination of education and/or experience equivalent to an Associates degree.

**EXPERIENCE:** A minimum of two years of closely related experience in television studio production, video engineering, multi-track sound recording, film production, linear/non-linear editing, multimedia production, knowledge of studio design, lighting, audio engineering, wiring and troubleshooting are required.

09-01-09

**LICENSES/CERTIFICATIONS:** None.

**KNOWLEDGE OF:** Must have knowledge of television studio production, video engineering, multi-track sound recording, film production, linear/non-linear editing, multimedia production, knowledge of studio design, lighting, audio engineering, wiring and troubleshooting.

**ABILITY TO:** Communicate effectively with students, staff and faculty; work cooperatively in a team environment; maintain knowledge of current video and audio production techniques, materials, and equipment; operate, troubleshoot, resolve problems, and perform minor repairs of video and audio production equipment, including analogue and digital formats, as required in studio and field productions; shoot video in both studio and remote environments to achieve an aesthetic result, independently or under direction; edit video in analogue and digital format environments; train and oversee staff and students in the use of production equipment and software applications; research and recommend hardware and software purchases; establish and maintain effective relationships with equipment/software manufacturers and other service providers; operate a video switcher; operate character generators and teleprompter systems; arrange for out-sourcing of repairs and other maintenance services; keep accurate records; and, follow verbal and written directions.

**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, and vendors.

**PHYSICAL EFFORT:** Requires the ability to exert some physical effort, such as walking, standing and relatively heavy lifting; dexterity in the use of fingers, limbs and body in the operation of media equipment.

**WORKING CONDITIONS:** Normal media equipment 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.