

INSTRUCTIONAL MEDIA DEVELOPMENT AIDE

DEFINITION

Under general supervision assists and performs skilled technical work in the total production of instructional-oriented media presentations for the classroom; transforms thoughts, ideas or texts into media presentations by using motion and still photography, video tape, and sound recording; assists with theatre productions; and performs related work as required.

LICENSE REQUIRED

Some positions may require possession of a valid and appropriate California driver's license.

EXAMPLES OF DUTIES

Consults with supervisor to explore thoughts and expand these to ideas; conducts research and transforms ideas into written text. *E*

Recommends types of media to be used for production. *E*

Constructs sets and prepares stage for productions. *E*

Assists in production activities including setting up lights, operating camera, editing, recording sound, and mixing audio sources. *E*

Works well with the media production staff in developing instructional materials and programs, graphics, layouts, production procedures, materials, and supplies. *E*

Performs copy design, paste-up techniques, and understands media production nomenclature and processes. *E*

Edits videotapes or slides in conformity with the shooting script. *E*

Utilizes a variety of electronic equipment, records narrations, music, and sound effects and edits them to properly coincide with the visual elements of the production. *E*

Sets up and operates video and audio equipment; operates a variety of media equipment. *E*

Tapes and edits conferences, workshops, and instructional programs, photographs and records narrations, programs, and slide tape presentations. *E*

Assists in the writing of scripts with narration and video and sound requirements.

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Still and motion picture photography, composition, lighting, and exposure calculations;
2. Videotape recording, lighting techniques, camera, and recorder operation;
3. Sound recording and editing techniques;
4. Slide and film projectors;
5. Practices related to instruction through media;
6. Basic dramatic principles of stage movement and performance;
7. Good English usage, spelling, grammar, and punctuation; and
8. Appropriate safety precautions and procedures.

Ability to:

1. Transform thoughts, ideas or texts into media presentations by using motion and still photography, videotape, and sound recording;
2. Operate lighting equipment and perform good lighting techniques;
3. Operate camera, recorder, slide and film projector, and a variety of electronic media equipment;
4. Understand and carry out oral and written instructions;
5. Establish and maintain effective relationships with those contacted in the course of work; and
6. Perform simple and repetitive tasks.

TRAINING AND EXPERIENCE

Equivalent to completion of 12th grade. Recent experience or completion of college level courses in media production.

WORKING CONDITIONS

Environment:

Indoor work environment; subject to sporadic assignments of limited duration.

Physical Abilities:

Dexterity of hands and fingers to operate various audio-visual and office equipment; lifting heavy objects weighing up to 50 pounds; carrying, pushing or pulling items weighing up to 100 pounds; standing for extended periods of time; reaching overhead, above the shoulders, and horizontally; turning, twisting and bending at the waist.

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7/84