



Position Title: Associate Instructor – Entertainment & Design Technical Specialist
Reports To: Chairperson
Department: School of Entertainment & Design Technology **Job Code:** 3802
Prepared By/Date: Donna French/05-09-2011 **Job Group:** PENC
Approved By/Date: Barry Gordon/05-09-2011 **Salary Grade:** 12
Revised: **FLSA Status:** Exempt

Summary:

This position serves as specialist of technical areas pertaining to film & TV production, and graphic arts in the School of Entertainment & Design Technology (SEDT). This position is crucial for any SEDT presentation(s) at the North Campus including campus, college-wide, and community events at the North Campus

Essential Duties and Responsibilities:

- Provides all essential technical support for the academics in the school, including special presentation and campus, college-wide, and community events
- Assists instructors in music labs, recording studio, television studio, editing labs, and screening room
- Maintains and takes inventory of lab equipment including troubleshooting and routine maintenance
- Arranges and Maintains SEDT Lab schedules
- Assists students with sound recording and mixing, Foley sound FX, sound editing and synchronization
- Researches and recommends equipment updates including computer hardware and software
- Assists in creating and maintaining SEDT interactive website
- Assists in creating graphics for SEDT marketing materials, brochures, publicity campaigns, and special events
- Assists Graphic Design and Web Design instructors and students in class
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Ability to understand and carry out instructions and to complete work assignments
- Demonstrated knowledge of Microsoft Office (Word, Excel, Power Point, Publisher)
- Excellent telephone and customer service skills
- Ability to work in a team environment with people in a multi-ethnic, multi-cultural environment
- Excellent organizational and creative skills
- Ability to project a positive image of SEDT, the College and its programs
- Ability to exercise initiative and sound judgment
- Ability to work a flexible schedule to support the needs of SEDT, the Campus and the College
- Ability to interact in a positive manner in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree and three (3) years of experience; or Associate's degree from a regionally accredited institution and seven (7) years of related experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name