



MULTIMEDIA TECHNICIAN

JOB SUMMARY

The Multimedia Services department is a service-based department supporting all departments of the university. The department is responsible for the design, installation, and maintenance of all audio visual systems at each campus. Training, assistance, and troubleshooting of the AV systems are also the responsibility of the multimedia services department.

The Multimedia Technician reports to the Director of Multimedia Services. The Technician will prioritize, monitor and service requests that arrive into the department. The Multimedia Technician is expected to be a collaborative, helpful team member of the multimedia services team while supporting the university in a timely manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide / assist with photography services (photograph, scan, edit, update metadata, uploading) as directed by the multimedia services director.
- Provide / assist with video services (record, convert, catalog, edit, upload) as directed by the multimedia services director.
- Provide / assist with audio recording services (record, convert, catalog, edit, and upload) as directed by the multimedia services director
- Monitor the university calendar for events that may request resources on short notice.
- Assist in the management of the photo and video asset system.
- Dispatch, setup, operate, and tear down audio visual equipment for campus events (wireless and wired mic systems, audio mixers, active speaker systems, video switchers, projectors, web/tele-conferencing).
- Provide printing and finishing services for large format printing.
- Provide graphic layout services to support instructional content.
- Maintain and organized stock of audio-visual equipment.
- Identify, remove, and report equipment that needs service to the department director.
- Facilitate equipment repairs as directed by the multimedia services director.
- Maintain a clean work area.

QUALIFICATION REQUIREMENTS

The requirements below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrate a positive attitude providing services to the university.
- Demonstrate a favorable quality of work, attendance, and appearance at all times.

Physical Demands:

- This position requires you to lift, move, or carry up to 40 pounds. You will also have extended periods of standing at times during live events. Work from a squatted position may be required at times during live events or while servicing equipment. Most times you will perform the duties in an office environment, however outdoor work is possible during select events.

EDUCATION AND/OR EXPERIENCE

The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is:

- Photography and editing experience (3 years with studio lighting experience)
- Videography and editing experience (DSLR, camcorder, multi-cam setups / 1 year with FCPX)
- Experience (2 years) with Adobe Creative Suite (Photoshop, Lightroom, InDesign)
- Experience (2 years) with MS Office (Powerpoint, Excel)
- Experience on Mac (primary) and PC (secondary) platforms

Preferred Experience:

- Experience with the following software and hardware:
 - Spinetix Elementi
 - Photo Mechanic
 - Photoshelter
 - Crestron
 - Mediasite
 - Screenflow
 - Camtasia
 - Closed Caption systems

ABOUT THE ORGANIZATION

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and will award a Doctor of Pharmacy (PharmD) degree. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

BENEFITS

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus. See our website under *Employment* for more details regarding benefits of working for MBKU (www.ketchum.edu).

HOW TO APPLY

Interested candidates, please send a cover letter along with your resume to humanresources@ketchum.edu . Position is open until filled.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.