I. Level Definition

Positions at this level perform a variety of media services such as photography, including laboratory processing, audio-visual operations, video-production and/or microfilm processing.

II. Typical Duties

(1) Performs photography and prepares audio tapes for the production of audio slide shows, exhibit material and/or other material.

(2) Prepares, processes and prints film, paper, slides and tapes by mixing photographic chemicals, scanning, editing, splicing and reading.

(3) Develops black and white film, reduces copy by projection or contact printing; tones, dodges or controls prints; assists with colour printing and processing procedures.

(4) Operates and maintains printing, processing and audio-visual equipment such as projectors, processors and film duplicators; transports and stores equipment and materials.

(5) Demonstrates use and care of audio-visual equipment to departments as required; provides training to Media Services Technicians as required.

(6) Edits scripts and narrations for audio-visual presentations.

(7) Operates microfilm and related equipment; maintains quality control of film.

(8) Sets up and maintains an audio-visual library, books films and other audio-visual material as required, and schedules and co-ordinates equipment/material loan system.

(9) Performs related clerical duties such as appointment and room bookings, answering telephones, maintaining files and records and booking and recording equipment/material loans and returns.

(10) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, graduation from a recognized course in photography or media resources plus three years' recent, related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

(i) Ability to communicate effectively both verbally and in writing.
(ii) Ability to deal with others effectively.
(iii) Physical ability to carry out the duties of the position.
(iv) Ability to organize work.
(v) Ability to operate related equipment.