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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Miscellaneous

**Class Series:** Media Services Technicians

**Grid:** 23

**Class Title:** Media Services Technician III

### **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.