I. **Level Definition**

Positions at this level perform a variety of media services such as medical/scientific photography, operation and maintenance of a colour processing/printing facility and/or visual interpretation and filming of video presentations and/or supervise Media Services Technicians I, II and/or III.

II. **Typical Duties**

1. Performs medical/scientific photography such as photographing the human body, cadavers and pathological specimens; photographs surgery under sterile conditions; makes radiographic reductions; and photographs research set ups and laboratory subjects such as bacteriological cultures.

2. Produces media packages such as video, photography and audio slides/tapes by interpreting scripts, determining and assessing department requirements, planning and co-ordinating the production of video films and tapes, and reviewing media packages.

3. Operates and maintains a colour processing and printing laboratory and trains Media Services Technicians in the processing of colour films.

4. Develops new or modifies existing techniques as required.

5. Supervises Media Services Technicians I, II and/or III by scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.

6. Oversees the operation of equipment, maintains standards of quality control, and monitors and maintains production records.

7. 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 four years' recent, related experience including one year in a supervisory capacity 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 supervise.
   
   v. Ability to organize work.
   
   vi. Ability to operate related equipment.