Media Studio Technician

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Media Studio Technician

Library

Hiring #: 2021-0422

Please read the Application Instructions [1] before applying

The library is accepting applications for a Media Studio Technician. Reporting to the Digital Learning Specialist this role facilitates access to the Media Studio and other digital resources in the library.

The Library’s Media Studio is a dynamic space that includes a filming studio, sound booth, and editing suites accessible to students, faculty, and staff. The Media Technician is a key staff person who facilitates access to the Studio and other digital resources in the library. The incumbent is responsible for a wide range of activities that support the use of the library’s media technology by students, staff, and faculty, including collaborating with faculty, TAs, colleges, and programs to use digital media in the curriculum; delivering a broad range of instructional supports and services to students; and serving as a resource on digital media and related issues for the university community. The Media Technician also supports library staff in the creation of digital learning resources, including videos, infographics, handouts and more. Scheduled shifts may include days, evenings, and weekends.

Responsibilities and duties of the Media Technician:

- Assist with the day-to-day operations of the Media Studio, including maintaining the student staff schedule and appointment booking platforms.
- Deliver trainings and workshops to a variety of audiences, including students, staff, and faculty, both in class and the library, on using digital technology for media creation (e.g., videos, podcasts, and digital storytelling).
- Provide individual support to students, faculty, and staff in the Media Studio, advising them in selecting, understanding, and using the appropriate media tools for their projects, including a variety of media equipment and computer software.
- Assist with hiring, training, and supervising of Media Studio Student Consultants on media studio policies and procedures and use of equipment and software.
- Identify emerging trends in tools and technologies; advise the library on equipment purchases; work with units to develop maintenance and replacement schedules.
- Provide group training and individual assistance to library staff with the use of a variety of media technologies.
- Create videos, infographics, and other digital content to support student learning.
- Maintain and update learning resources platforms, including the Digital Learning Commons (Drupal) and Springshare LibGuides.
- Advise users and library staff on media copyright and digital accessibility compliance.

Required qualifications:

- An Undergraduate degree in Digital Media, Digital Communications, Digital Culture, Education, Media Studies, and a post-graduate diploma, certificate or continuing education in a related field and a minimum of one (1) year of related experience, or an equivalent combination of education and experience.
- Experience working with a variety of media and software tools, including media studio set-ups, sound
mixing, lighting, and editing with a variety of beginner and professional tools to create videos, podcasts or audio recordings, infographics or posters.

- Ability to troubleshoot and repair various issues with equipment and media creation programs.
- Experience working with diverse groups.
- Excellent interpersonal skills including conflict resolution, and problem-solving.
- Outstanding individual instruction, group facilitation and counselling skills.
- Excellent communication skills, both written and oral.
- Self-motivated, adaptive, and able to work collaboratively in a team environment, within tight deadlines and minimal supervision.
- Excellent organizational and time management skills; ability to manage multiple projects simultaneously.
- Strong customer service skills.
- Demonstrated awareness and understanding of copyright legislation and the proper use of open content.
- Knowledge of the AODA and digital accessibility best practices.
- Ability to maintain repositories of data with multiple drafts and formats.

Preferred qualifications:

- Experience training and supervising student staff.
- Well-developed techniques in assessing user’s digital literacy.
- Experience with web design, HTML and CSS.
- Experience creating learning resources.

This appointment is regularly performed on-campus but will be initially fulfilled part remotely (off-campus) and on-campus until the University resumes its regular operations

Position Number 0400-236
Classification USW, Local 4120 Salary Band 6*
Salary Range $28.00 Minimum
$31.29 Normal Hiring Limit
$37.88 Job Rate

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2021 09 01
Closing Date: 2021 09 08

Page category: Current Opportunity [3]

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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
[3] https://www.uoguelph.ca/hr/page-category/current-opportunity