



CLASSIFICATION SERIES:

N/A

BARGAINING UNIT:

N/A – Externally Funded Intermittent

Multimedia Specialist

SERIES PURPOSE: The purpose of the Multimedia Specialist is to assist in the creation of a flat screen video used to illustrate the various science projects as part of CosmoQuest.

CLASS CONCEPT: The class works under general supervision and requires thorough knowledge of video and audio editing software in order to plan, edit, and produce video material.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Assists in the creation of a flat screen video that will be used to illustrate the various science projects as part of CosmoQuest, including Moon, Mars, Mercury, Vesta, and upcoming mapping of the asteroid Bennu.

Plans, edits, and produces video material.

Develops nonverbal informed consent video for CosmoQuest.

OTHER FUNCTIONS AND RESPONSIBILITIES: Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: video and audio editing production software; public relations.

Skill in: written and verbal communication.

Ability to: interpret extensive variety of technical material; use proper research methods in gathering data; calculate fractions, decimals, and percentages; gather, collate, and classify information about data, people, or things; coordinate activities of others and cooperate with others on group projects.

(*) Developed after employment.

MINIMUM QUALIFICATIONS: High School Diploma or GED; one year of experience using video and audio production software such as Adobe After Effects.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: None

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

SEDENTARY: work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

UNUSUAL WORKING CONDITIONS: Not applicable