

## Manager, Multimedia

**FLSA Status:** Exempt

**Pay Grade:** 22

**Job Title ID:** 181500

**Job Series/Job Family:** Instructional Technology Series / Instructional Computing Family

### Reports To

Director, Instructional Computing and Technology Services

### Job Purpose

Manages staff responsible for the support of Interactive Video Classrooms (IVC) and Multipurpose Halls; allocates resources, provides multimedia technical support and training to support faculty and staff in the use of multipurpose halls, large lecture halls, computer classrooms and interactive video classrooms.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Responsible for classroom and laboratory multimedia installations. Work includes design of multimedia consoles, design of audio/video systems, writing RS 232 programming of control system code and supervision of multi-media installation staff. Access specific classroom multimedia needs and project scope requirements; evaluate alternatives and prepares budget estimates.
2. Responsible for Multimedia Classroom maintenance. Responsible for projector replacements, repair/replacement and upgrade of A/V systems and routine classroom maintenance activities (classrooms checks, projector bulb replacements, and filter checks) in multimedia teaching spaces for the entire district
3. Manage multimedia support for Multipurpose Halls and lecture halls on ACC campuses. Evaluate quality of services provided.
4. Review proposed district A/V solutions and provide extensive consulting for project managers, building contractors, electricians, and architects to ensure project scope meets client's need. This includes all complex A/V systems at ACC, including the Board of Trustees meeting room.
5. Manages Instructional Computing and Technology staff and hourly staff responsible for the support of Multipurpose Halls and Interactive Video Classrooms.
6. Responsible for the design, installation, maintenance, and management of district wide Multi-Purpose Halls and Large Lecture Hall AV equipment. Including specifications of digital sound processors, multi-wireless mic setups, assisted hearing devices, large venue projectors, multi-projection rooms, matrix switchers, and the writing of control system program code that provides a single interface for setup and control of multimedia presentations.
7. Updates, maintenance and installation of A/V equipment in IVC classrooms within the district distant sites, including specifications for all audio/ video communication equipment such as: control systems, codecs, touch panels, cameras, display systems, mixers, microphones and recording equipment. Writes control system program code that automates and provides simplified user interface of display systems, camera PTZ functions, switching of multi-media presentations, video conference menu options, camera monitor preview options and video conference dialing.
8. Evaluates new interactive video conferencing technology and industry/market trends and recommendations for implementation into Austin Community College District.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable*

*accommodations, that the essential functions of the job can be performed.*

**Required**

- Current principles and practices of instructional computing and technology applications in an education environment.
- Control system programming Multimedia System Fabrication, Integration and Installation.
- Video conference principles and practices, and video conference system integration. .
- Multimedia classroom systems and system integration
- Multimedia services in large presentation settings and/or interactive video classrooms.
- Multimedia hardware and software troubleshooting techniques.
- Techniques for management of computer support programs and projects.
- Supervisory principles, practices, and methods.
- Employee safety training and compliance.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

**Required**

- Maintaining an established work schedule.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Effectively managing staff and delegating and assigning tasks.
- Coordinating equipment utilization and implementation of new technologies.
- Reviewing and preparing narrative and statistical reports and records.
- Interpreting and applying rules, regulations, policies and procedures, and making effective decisions.
- Assessing, coordinating and prioritizing multiple tasks, projects, and demands.

**Computer Skills**

**Required**

- Demonstrated proficiency using standard office software applications, network databases, and other specialty ACC software and hardware products.

**Physical Requirements**

**Required**

- Work is performed in a variety of settings.
- Ability to climb a 6 ft. ladder.
- Ability to lift and carry up to 40 lbs.

**Work Experience**

**Required**

- Three (3) year's work experience in technology services, project implementation, event planning or instructional technology support, including one year supervisory experience.

**Preferred**

- Experience in a higher education environment.

**Education**

**Required**

- Bachelor's degree.

**Preferred**

- Master's degree in Educational Technology or related discipline.

**Safety**  
***Required***

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.