TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Multimedia Specialist

Reports to: Director, Public Information
Department: Public Information
Number of Days: 12 Months
Compensation: BL - 6
Overtime Status: Exempt
Date Job Revised: July 27, 2009

Position Summary: The Multimedia Specialist uses industry-standard computer design and database packages to support the Public Information Office (PIO).

Qualifications/Job Requirements:
   Education:
   - Bachelor's Degree or Equivalent Experience
   Specialized Knowledge, Licenses, etc:
   - Proficiency with: Microsoft Office software including Word, Excel, Publisher and Access; InDesign; Final Cut; Premiere; Photoshop; Flash; PowerPoint; Dreamweaver; Javascript; Actionscript; XHTML; and CSS.
   Experience:
   - 3 years experience in multimedia or related field.
   Physical Requirements (If Applicable):
   - Must be able to lift and carry up to 50 lbs.
   Other:
   - Valid drivers license and automobile insurance

Scope of Authority (If Applicable):

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Customer Contacts:
   - Internal: TV production, web developer, professional development, marketing, and school administration.
   - External: Software/hardware vendors, community partners, and public information contractors.

Duties and Responsibilities:
   - Develops and maintains computerized video and database cataloguing system for Tulsa Public Schools' historical documents, books and photographs.
   - Develops and maintains historical library and display for the district.
   - Develops various audio/video presentations for web, network, computer, DVD, and CD delivery.
   - Acts as a liaison between clients (i.e., professional development staff, marketing, administration, etc.) and the Public Information technical staff.
   - Produces, writes, directs, edits and finalizes multimedia presentations.
   - Provides necessary coding for web streaming.
   - Maintains knowledge and adherence to audio, video, web and accessibility standards.
   - Uses various industry standard applications and languages, including Final Cut, Premiere, Photoshop, Flash, PowerPoint, Dreamweaver, Javascript, Actionscript, XHTML, and CSS.
   - Authors files into a single project/program.
   - Works with the web developer, television studio personnel, graphics artist and instructional staff.