

DIGITAL MEDIA TECHNICIAN JOB DESCRIPTION FOR RSAP

Responsibilities:

- Learn process of digitizing music scores, phonodiscs, audiocassettes, and other mediums
- Assess collection and prioritize projects
- Research copyright laws of issue with each project
- Maintain integrity of the Media Center catalog
- Advise on purchases of DVD's, Videos, CD's, and Scores
- Assist in maintaining viewing rooms and theater
- Train in current technologies
- Work with faculty and staff
- Preserve and organize materials

Qualifications:

- Technological aptitude
- Ability to analyze and determine tasks to be accomplished
- Punctual
- Ability to troubleshoot problems that may arise with equipment or materials
- Self-sufficient; self-starter; ability to work alone or with others
- Experience working with digital audio software