

Media Production Specialist (part-time)
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=268692>

Downloaded On: Nov. 30, 2025 1:11pm

Posted Nov. 30, 2025, set to expire Jun. 30, 2026

Job Title Media Production Specialist (part-time)
Department Technical Services
Institution Mt. San Antonio College
Walnut, California

Date Posted Nov. 30, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff
Part-Time/Temporary Staff

Academic Field(s) Information Technology
Graphic Design/Marketing
Communications/Public Relations

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Apply By Email

Job Description

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Position Number: CM-293-2025

Division: \$ATSDiv

Department: Technical Services

FTE: 47.5

Term (month/year):

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12 Months/Year

Annual Salary Step Range: \$37,645.93 - \$48,046.83

Initial Screening Date: 12/09/2025

Open Until Filled: Yes

Position Description

Position Overview:

Definition:

Under general supervision, performs technical and creative development work in the production of video, audio, media, and broadcast productions for instruction, communications, and public information; designs, installs, maintains, and repairs audio and video equipment and systems; gathers information, develops and records scripts, shoots videos, and edits productions; provides technical support to students, faculty, and staff on the use of equipment and systems.

Supervision Received and Exercised:

Receives general supervision from the assigned managerial personnel. May provide technical and functional direction and training to student workers.

Class Characteristics:

This is a specialized journey-level classification performing the full range of video, audio, media, and broadcast production specialist assignments. Incumbents at this level are capable of performing technical production support duties, including developing and recording scripts, shooting videos, and editing productions and are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. This class is distinguished from the Lead Broadcast and Audio Technician in that the latter leads, trains, and oversees assigned staff and performs the more complex and difficult work in the production of video, audio, media, and broadcast productions.

Examples of Essential Functions(Illustrative Only):

1. Works in collaboration with faculty and staff to produce a variety of informational and instructional video, audio, media, and broadcast products, including gathering data and conducting interviews,

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developing ideas, creating content, and scripts, determining shoot locations and production schedule, shooting videos, recording voice over, and editing.

2. Coordinates pre-production and production planning activities for on-site and remote productions of events; conducts field-based video production and operates video and audio equipment; transports and sets up lighting, audio, and video equipment as required; provides troubleshooting and maintenance of field production equipment.

3. Plans and performs video, audio, media, and broadcast post-production tasks, including reviewing recordings, making editorial decisions, creating graphics, and closed captioning for video and television productions, making audio adjustments such as adding music and sound effects and final editing; utilizes computer graphics and audio effects for post-production in accordance with the overall production concepts; compresses video projects for output; mixes audio products into files; makes productions available in a variety of formats; coordinates internal and external duplication services as required.

4. Provides technical support for hold system, closed captioning for College-owned media and productions, and in the proper use of video and audio equipment and systems; checks in and out equipment.

5. Trains and provides work direction and guidance to assigned student workers and staff; prepares work schedules, assigns duties, and reviews work for accuracy, completeness, and compliance with established standards and procedures; ensures student and staff understanding of safety practices and procedures.

6. Edits and records scripts for presentations at venues across campus; adjusts the volume and equalization of the recordings and ensures delivery to appropriate staff.

7. Recommends software, systems, and equipment for various audio and visual playback or distribution.

8. Assists in the installation, maintenance, and repair of audio, video, presentation, and broadcasting equipment and systems, including troubleshooting electronic systems, fabrication, construction, and soldering.

9. Provides operational support and scheduling of the broadcast facilities for student, faculty, and staff use.

10. Creates schedules for automated playback systems and monitors systems for correct operation. Provides audio and video copying services and ensures materials are in conformance with College copyright requirements.

11. Maintains College library of video, audio, and production material.

12. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.

13. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.

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14. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
15. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
16. Prepares and delivers oral presentations related to assigned areas as required.
17. Performs other related or lower classification duties as assigned.

Qualifications

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Production techniques and procedures for video, audio, media, and broadcast production and post-production, including editing, copywriting, development of production schedules, voice acting, master control operation, audio/video processing, and the use of open and closed captioning information in compliance with Federal ADA standards, copyright laws, rules and regulations, and College policy.
3. Principles and practices in installing, operating, maintaining, and repairing systems and equipment, including electronic troubleshooting skills, understanding of electronic theory, and fabrication, construction, and soldering skills.
4. Principles and practices of data collection and script and creative content development, editing, and recording.
5. Principles and procedures of record keeping and report preparation.
6. Proper storage and care of equipment and tools.
7. Modern office practices, methods, and computer equipment and applications related to the work.
8. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Skills and Abilities:

1. Advocate for and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.

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4. Produce original video, audio, media, and broadcast production; prepare scripts, correspondence, and other written materials.
5. Operate and maintain audio and video production equipment; read, interpret, and apply technical information from schematics.
6. Perform troubleshooting of electronic systems and equipment and fabrication, construction, and soldering work.
7. Gather data and creatively develop, plan, and translate concepts into visual and audio form.
8. Collect, interpret, summarize, and present information in an effective manner.
9. Maintain accurate logs, records, and basic written records of work performed.
10. Make recommendations considering budget, installation, training, and operational perspectives.
11. Organize own work, set priorities, and meet critical time deadlines.
12. Use English effectively to communicate in person, over the telephone, and in writing.
13. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
14. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
15. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to an Associates Degree from a regionally accredited college in video production, television, radio broadcasting, or related field; and
 - a. Additional full-time equivalent years of experience can be substituted for the required education on a year-for-year basis up to two (2) years.
2. Three (3) full time equivalent years of progressively responsible experience in a video, audio, broadcast, and/or editing/producing environment.

Desirable Qualifications:

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI)

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) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses and Certificates:

The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California drivers license.

To apply, visit <https://hrjobs.mtsac.edu/postings/13910>

Our Mission: The mission of Mt. San Antonio College is to support all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.

Our Vision: Mt. San Antonio College strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality educational programs and services, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

Mt. San Antonio College Mission and Goals

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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