

STERLING COLLEGE

Job Description Media Specialist

Reports to: Vice President of Administration

Description:

The Media Specialist serves and supports the media needs of the institution. This includes many public and private campus events as well as serving off campus groups as needed. This is a full-time, hourly position with benefits.

Responsibilities:

- Work with staff members to effectively meet departmental and event objectives.
- Support bi-weekly Chapel Services utilizing Digital Mixer, DAW, IEMs. Including setup/teardown/storage of all applicable equipment.
- Support campus organizations and their events including SGA (Student Government Association) and CAB (Campus Activity Board) as well as other student and staff organizations.
- Support all facets necessary for successful execution of Orientation, Homecoming, Baccalaureate, Commencement and all Admissions events.
- Assist theater department with live production needs, primarily through managing mics, sound-effects and lighting.
- Facilitate media for needs of outside groups as scheduled by guest services.
- Assess, maintain and recommend upgrades on all equipment and software necessary for successful event execution for athletics, fine arts and academic needs.
- Assess, maintain and recommend solutions for classroom technologies.
- Assist Marketing in capturing AV content as needed in limited capacities.
- Support and/or facilitate non-college associated events as deemed necessary by the college.

Qualifications:

A qualified candidate must have a personal commitment to Jesus Christ and support the Christian character and mission of Sterling College. The candidate must also possess a clear understanding of and ability to articulate the essentials of a Christian liberal arts college.

- Must be comfortable working with Mixers, Mac/PC computers, DAWs, Instruments, Mobile Audio Systems and Streaming Technologies.
- Must be willing to manage schedule to work evenings and weekends at times.
- Must be self-motivated and innovative
- Must be willing to work in crawl spaces, rafters, catwalks or other spaces necessary for responsible use of campus media equipment.
- Must be able to push, pull and lift up to 40 lbs.

Essential Job Functions:

- Must be able to push, pull, and lift a minimum of 50 pounds.
- Must be able walk up and down stairs.
- Be able to coordinate movement of the fingers and hands as well as have the adequate dexterity and strength to complete tasks.
- Be able to use upper extremities to frequently press against something with steady force in order to thrust forward, downward or upward.
- Frequently bend body downward and forward by bending spine at the waist.
- Be able to stand and move about regularly.
- Be able to sit for long periods of time.

Education & Experience:

- Minimum of 2 Years of experience in related field
- Bachelor's degree preferred