

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2026**

MULTIMEDIA ENGINEER

FLSA STATUS: NON- EXEMPT - PAY GRADE: 22 - P

JOB FAMILY: INFORMATION TECHNOLOGY JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Multimedia Engineer provides advanced technical and engineering support for the College's television studio, instructional media systems, and live production environments. This position configures, operates, and maintains complex audio, video, lighting, and networked production systems in support of academic instruction, live events, and institutional media initiatives. The Multimedia Engineer troubleshoots and resolves system issues, supports the implementation of new technologies, and ensures safe, reliable, and professional production operations for faculty, staff, and students in accordance with institutional standards.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Configures, maintains, and supports television studio and production systems to ensure technical performance, operational reliability, and ongoing readiness for instructional and media production activities.

Assists in researching, testing and implementing new production technology, tools, and techniques to enhance system capabilities, improve workflows, and maintain alignment with industry standards and best practices.

Prepares studios and production spaces for scheduled recordings, live events, and streaming activities by configuring equipment, testing systems, and verifying technical requirements.

Executes, supports and troubleshoots production projects by identifying technical issues, implementing solutions, and ensuring seamless operation throughout recording and broadcast activities.

Manages production equipment inventory by tracking assets, coordinating preventive maintenance schedules, and ensuring availability and functionality of technical resources.

Provides functional work direction, technical guidance and training to production team members, faculty and staff on established workflows, studio systems, production equipment, and software applications.

Supports media hosting, streaming, and distribution platforms by managing uploads, configuring system settings, monitoring performance, and ensuring accessibility and content quality for intended audiences.

MULTIMEDIA ENGINEER PAGE 2

Develops and maintains technical documentation and procedures in alignment with established production standards to support troubleshooting, institutional knowledge transfer, and operational continuity.

Coordinates technical logistics for productions, including equipment scheduling, resource allocation, and verification that all technical specifications are in alignment with project plans and requirements.

Provides multimedia production and visual communication support collegewide to support students, staff, and faculty

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Serves as a lead worker for other employees by providing work direction and technical guidance on assigned tasks.

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited institution and five (5) years of related experience in video engineering. Strong interpersonal and communication skills to support collaboration with faculty, staff, and technical teams on production and instructional projects.

PREFERRED QUALIFICATIONS

Experience with IT networking fundamentals, media networks, and system integration within professional production environments. Experience operating and supporting live production switchers and systems, including Blackmagic ATEM production systems or comparable technologies. Background supporting live events, studio-based productions, and instructional media environments is preferred, along with experience working in macOS-based professional media and production environments.

Preferred software experience includes working with Adobe Creative Cloud applications, Apple Final Cut Pro, and DaVinci Resolve in a professional production or post-production setting.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Must be able to exert twenty to fifty (20-50) pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of sedentary work.

MULTIMEDIA ENGINEER PAGE 3

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 4/24/2026