



Provincial Job Description

TITLE:
**(097) Biomedical Media Technician
Working Supervisor**

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for the direction of staff and workflow within the department. Provides photography, videography and graphic arts services for the purposes of medical diagnosis (ophthalmology), documentation, education, promotion and publication.

QUALIFICATIONS:

- ◆ Biomedical Photographic Communications Associate degree
OR
- ◆ Photographic Technology diploma with one of the three alternate diploma
 - ◆ Graphic Communications diploma
 - ◆ Interactive Design and Technology diploma
 - ◆ Film and Video diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Advanced computer skills
- ◆ Communication, organizational and interpersonal skills
- ◆ Ability to work independently and as part of a team
- ◆ Valid driver's license

EXPERIENCE:

- ◆ **Previous:** Twenty-four (24) months previous experience in photography, videography and graphic design.

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ Supervises, prioritizes workload, schedules staff and deals with staff payroll issues.
- ◆ Reviews and approves requests for services.
- ◆ Develops plans, budgets, schedules, reporting and resource requirements for projects.
- ◆ Provides input into hiring, staffing and performance reviews.
- ◆ Acts as a liaison with other departments.
- ◆ Assists with development of and compliance with department/administrative policies and procedures.
- ◆ Provides staff orientation and education (e.g., new equipment, software, technologies). Completes billing and purchase orders.
- ◆ Maintains monthly stats for the department.

B. Photographic / Medical / Videographic Procedures

- ◆ Prepares/positions clients/patients/residents to take photograph/video.
- ◆ Operates and maintains specialized photographic equipment.
- ◆ Photographs and/or videotapes client's/patient's/resident's procedures.
- ◆ Performs ophthalmic procedures.
- ◆ Plans, produces, develops, culling and editing videos.

C. Graphic Design / Video Production / Editing

- ◆ Discusses design options with clients, establishes design guidelines and advises on project material costs.
- ◆ Records narration for video editing process.
- ◆ Creates, designs and reviews layouts with clients.
- ◆ Collects and analyzes project data.
- ◆ Develops resource templates.
- ◆ Provides technical Desktop Publishing information to clients/departments/programs.
- ◆ Designs web pages.
- ◆ Oversees the completion of projects.
- ◆ Performs graphic/video services and bulk video duplication onto appropriate format
- ◆ Converts video formats (e.g., MPEG, PDF, flash, AVI, HTML).
- ◆ Liaises with Information Technology department.
- ◆ Produces educational and promotional materials and provides presentations.
- ◆ Create and supply animation based projects to the SHA.
- ◆ Plans, produces, develops and edits videos.
- ◆ Creates, maintains and uploads SHA approved templates to the intranet.

D. Related Key Work Activities

- ◆ Performs general office duties (e.g., answers phone, faxes, processes mail, packs orders, labels packages), where required by the job.
- ◆ Schedules appointments and coordinates photographs/video shoots and meetings.
- ◆ Obtains and archives signed consent forms.
- ◆ Provides input into research of new techniques and equipment.
- ◆ Maintains and tests related equipment.
- ◆ Transports equipment to locations (e.g., cameras, tripods, lighting, storyboards).
- ◆ Maintains electronic archives (e.g., video, DVD back up, photographs).
- ◆ Utilizes applicable photography-related software/hardware programs.
- ◆ Maintains inventory.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: February 15, 2022