

Kim Bishop, Technology Chair

2019-2020 Job Description:

Consults and assists with technology, based on availability. Interfaces with Communications (for website and slide shows); Meeting Arrangements and Programs (for AV needs); and Photography and Archives (for photo library).

This Media Specialist Position* may include the following duties as outlined by Study.com*:

A media specialist coordinates audio-visual equipment and materials. They inventory and maintain supplies and equipment. They set up and operate requested software and machines, such as Power Point presentations, DVD players, and film projectors. They also update and maintain a library of available material including films, tapes, photos, slides, and software.

Media specialists also advise users on what types of equipment to use depending on the lesson, presentation, or event, as well as how to use that equipment. They are also responsible for previewing and organizing the available materials into the SGC website content as appropriate, for example resources for talks, archives, etc.

*Media Specialist Duties credited to: [https://study.com/articles/](https://study.com/articles/Media_Specialist_Duties_Salary_Outlook_and_Requirements.html#!#:~:targetText=Media%20specialists%20work%20with%20all,responsible%20for%20setting%20up%20equipment.)

[Media_Specialist_Duties_Salary_Outlook_and_Requirements.html#!#:~:targetText=Media%20specialists%20work%20with%20all,responsible%20for%20setting%20up%20equipment.](https://study.com/articles/Media_Specialist_Duties_Salary_Outlook_and_Requirements.html#!#:~:targetText=Media%20specialists%20work%20with%20all,responsible%20for%20setting%20up%20equipment.)