Who We Are

Media Technology Services (MTS) is the department at UW-Platteville responsible for providing a variety of multimedia production services, equipment maintenance, distance support, and equipment check-out services to the entire campus. We also supervise the use of the video production facilities and equipment, UWP-TV, and the distance education networks. Students play an important role in the operation of this department. MTS will hire between 20 and 30 students each semester. It is our hope you will find your experiences with MTS both educational and rewarding, now and in the future.

Why work for us?

At MTS we offer great opportunities for our student workers to get involved and engaged on campus. We work closely with our employees to create a work schedule that is flexible and accommodating. With the wide variety of services that our department offers, no two shifts are ever the same!

Job Opportunities:

Equipment Coordinators: Employees in Equipment Services must check in and check out audio/visual equipment and reserve the production facilities. The daily responsibilities include taking equipment requests, delivering and recovering equipment, answering telephone calls and e-mails, providing equipment support, and filing weekly and monthly paperwork. This person is also responsible for reporting any violations of checkout policies to the Director of Media Technology Services. Each employee will have regular weekly hours.

Production Assistants: Students serving as production assistants will be required to perform a variety of tasks including: operation of all studio, A/V, and field equipment; perform non-linear editing, and log footage. Production Assistants will help gather footage from campus events, record lectures, and work important events such as commencement. Students in these positions will not have set hours, giving you the flexibility to schedule more time on weeks that are lighter and less time when you need to devote more time to your studies.

Distance Learning Technicians: These students are responsible for operating the distance learning classrooms and portable videoconferencing units. They will assist the instructor with all technology related issues that arise in the classroom. Employees are responsible for reporting any technical or production difficulties to the appropriate supervisor. Each employee will have regular weekly hours.

Maintenance Engineers: Employees are responsible for assisting the Media Technicians with the maintenance of A/V production facilities, distance education facilities, and wiring infrastructure. Other responsibilities include servicing video and audio equipment, servicing the campus CATV system, general record-keeping, updating inventory, and cleaning equipment. Employees should have a strong technical background.

Colleen Garrity  
Director of Media Technology Services  
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Services We Offer

**Recording Services**
MTS offers a wide variety of recording options for video and audio productions. We record for guest lecturers, event documentation, group meetings, interviews, award presentations, and more. Recordings can be done in the classroom, in our studio, or on location. We can also help in creating promotional videos for your club or organization. To request a recording contact Russell Hill at 342-1139.

**Media Conversion Services**
Need to convert a DVD to an editable video file? Need to scan photos or slides for a presentation? We have you covered! MTS can duplicate videotapes, create DVD’s, scan slides, convert file formats, extract audio files and many other things. Duplication of DVD, CD, audiocassettes and VHS is also available. Copyright restrictions do apply. For more information contact Russell Hill at 342-1139.

**Videoconferencing Services**
Want to interview a company executive in California for class? Have a job interview for a position in Texas but can’t travel? MTS offers a variety of video and audio conferencing services to take the hassles out of your communication needs. These can be semester long classes or one time events. For more information contact Andrew Paulus at 342-6047.

**Screen Captures and Podcasting**
MTS provides equipment and training for producing podcasts, screencasts, and other digital media recordings. We offer a screen capture lab equipped with Camtasia for your screen capturing needs. The space also has the ability to convert your PowerPoint presentation into a QuickTime or Windows Media file. Portable “podcast” kits are available for checkout, which will enable you to make audio recordings anywhere! For more information contact Andrew Paulus at 342-6047.

**Equipment Checkout**
Students can checkout video cameras, still cameras, mp3 recorders, flip cameras, or other A/V equipment they may need for a class project. We also offer training on any equipment that we check out. The office is located in room 817 Pioneer Tower, and is staffed from 7:30 AM until 5:30 PM Monday through Friday.

**Hempel Collaboratory**
The Hempel Collaboratory is located in the Pioneer Student Center next to the Bears Den. This multi-media lab provides students, faculty and staff with a meeting and work place for projects that require the newest technology. The lab is equipped with high end software and technology for video editing, web design, and audio editing.

**Special Needs Accommodation**
If you need special assistance in your classes, please contact the Office of Services for Students with Disabilities at 342-1818. We will work together with them to accommodate you in the best way we can.

**Cable Television**
Media Technology Services provides support for the television cable system in the residence halls. Each student is required to bring their own COAX cable to plug into the jack in the wall. If you are having issues with picture clarity or sound, please give us a call at 342-1378.

Visit us on our Website for more information!

Check out our Youtube Channel: www.youtube.com/uwpmediatech