Video Production Specialist

Purpose Statement

The job of Video Production Specialist is done for the purpose/s of designing, producing and distributing video, digital video, and television programming including production, post-production and playback services; operating and assisting others in the operation of a wide variety of standard audio-video equipment, and performing related work as assigned; providing operational and technical assistance with visual media equipment including camera systems and production equipment; providing information and training in the use and operation of related equipment.

This job reports to Assigned Administrator

Essential Functions

- Consults with district office administrator, facility, students or other users for the purpose of determining program requirement, appropriate media and maximum utilization of video service.
- Designs and produces video programs including developing storyboards, writing scripts, producing graphic illustrations, constructing scenery and lighting and editing program and video footage for the purpose of using designs in presentations, multi-media programs and other non-print delivery media.
- Edits recording media using computer-based editing systems (e.g. educational video and audio presentations, slide shows, sports highlights, etc.) for the purpose of adding narration, music, and/or graphics and creating products that meet time restrictions.
- Maintains inventory of replacement/disposable parts for the purpose of ensuring the ongoing operation of equipment.
- Maintains video archive and related inventory including reproducing tapes for distribution for the purpose of ensuring the availability and accurate inventory of departmental materials.
- Operates sound system and/or multimedia presentations for district functions and committee meetings (e.g. setting up equipment, recording events, mixing, re-recording in alternate formats, duplicating, etc.) for the purpose of providing historical documentation of meetings and events.
- Prepares written materials for the purpose of documenting activities, providing written reference and/or conveying information.
- Provides technical guidance, operational services and assistance in the video recording and production of video programs for school site, department and district projects for the purpose of ensuring adequate coverage and expertise for productions.
- Responds to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction.
- Trains staff, students, and volunteers on equipment use, production techniques and I other areas necessary for the production and processing of visual media for the purpose of ensuring their ability to use new and/or existing equipment.
- Travels to school sites using personal vehicle for the purpose of ensuring the availability of materials required for projects, production and providing assistance.
- Troubleshoots malfunctions of hardware, software, and related equipment for the purpose of performing repairs and/or resolving operation issues and restoring services.

Other Functions

- Attends meeting and/or seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating video, audio-visual, multimedia and lighting equipment; program development, including developing storyboards, writing scripts, producing graphic illustrations, constructing scenery and lighting and editing programs; preparing effective written materials, including scripts and directions; troubleshooting and making minor repairs to audio-visual, multimedia, video, and lightning equipment technology.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles and practices of audio and video, recording and editing and lighting equipment care, operation, adjustment and minor maintenance; standard video and audio production; basic practices of set design and contraction; safety practices and procedures used in operation of audio and video equipment; standard office practice including filing and operation of standard office equipment; computer applications related to the work, including work processing, desktop publishing and spreadsheet application; basic knowledge of installing and troubleshooting network connected audio/visual and /or multimedia equipment.

ABILITY is required to schedule activities; collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work environment and/or priorities; working within time constraints; adhering to safety practices; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 30% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Bachelors degree in job-related area.

Equivalency: Training and/or certification in a related field/s that is comparable to a bachelor's degree.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Driver’s License & Evidence of Insurability

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Screen

FLSA Status	Approval Date	Salary Grade
Non Exempt	Pending Board Approval: 1/9/18	54