DEFINITION

To coordinate, schedule and prepare a variety of television and multimedia programs for use in Educational Television productions; to provide information, training and support to faculty, staff, students and general public in the operation and care of television production equipment; to coordinate operations of television personnel using a wide range of production and multimedia equipment; and to perform a variety of tasks relative to an assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Producer, Education Television.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

**Essential Functions:**

1. Coordinate, schedule and prepare television and multimedia programs for use in Educational Television productions; provide information and assistance to staff, students and the general public in the use of production equipment.

2. Coordinate and assist staff and students in the operation, maintenance and use of television production equipment including cameras, video taping devices, and digital editing systems.

3. Coordinate and prepare use of studio control room and editing facilities for production and related scheduling.

4. Coordinate use of a wide range of television broadcast and professional equipment to produce various programming.

5. Coordinate staff responsible for set design and studio lighting ensuring appropriate production quality.

6. Coordinate and perform skilled editing and videography work using a variety of linear and non-linear digital editing systems and remote video camera equipment.

7. Setup videotape machines to NTSC standards and duplicate videotapes for distribution to end users.

8. Maintain accurate and complete videotape and digital media libraries.
9. Receive, monitor and inventory TV studio facility videotape and related production supplies.

10. Coordinate and perform a variety of TV crew support positions for television program productions.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of television production.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles of television production and broadcast standards.
- Principles and methods of television lighting and audio recording.
- Training techniques applicable to use with diverse audiences.
- Principles of electronics.
- Recent developments related to television productions.
- Technical operations of professional and broadcast level television production equipment.
- Basic principles and practices of computer programming systems and processes.
- Principles and practices used in the design and production of user manuals.
- Modern office procedures and methods.
- English usage, spelling, grammar and punctuation.
- Pertinent Federal, State and local codes, laws and safety regulations.

Ability to:

- Coordinate production of educational television programs for broadcast.
- Direct and edit online video programs for broadcast.
- Prepare and coordinate multiple TV crew, equipment and facility schedules.
- Direct, technically direct, or perform as a crew member for a wide range of studio productions.
- Assist in the creation of a variety of video programs that effectively meet the instructional requirements of the District.
- Operate a variety of broadcast and professional production equipment.
- Operate computerized editing equipment to complete video projects.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationship with those contacted in the course of work.
Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Three years of increasingly responsible experience in television production, direction and editing, including one year coordination or lead experience.

**Training:**

Equivalent to an Associate’s degree from an accredited college or university with major course work in communications, media, television production or related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate valid driver’s license.

**WORKING CONDITIONS**

**Environmental Conditions:**

Indoor and outdoor environment; exposure to computer screens, electrical energy, radiant energy, moving object/vehicles, inclement weather conditions.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; moderate or light lifting; operating computer equipment; near visual acuity for reading computer screens; operating motorized equipment.